

**CENTENNIAL SCHOOL DISTRICT
OPERATIONS COMMITTEE MINUTES
MEETING OF November 4, 2009**

PRESENT:

Board Operations

Committee

Mrs. Huf (left 8:25)

Mr. Miller

Mrs. Mueller Mr. Lasher

Mr. Hezel (Alternate)

Staff

Dr. Foight-Cressman

Mrs. Homel

Board Member

Mr. Monaghan

Dr. Pollock

Public:

See attached

Press

Presenters: Mr. Preston, Burt Hill; Mr. Spahr and Mr. Brennan, Reynolds Construction Company

The meeting was called to order at 7:00 P.M. by Mrs. Mueller.

1. Mr. Miller made a motion to approve the minutes of the October 6 meeting. The motion was seconded by Mrs. Huf and approved 3-0.
2. WTHS Project Update: Mr. Damion Spahr and Mr. Ryan Brennan from Reynolds Construction Management discussed the progress of the William Tennent High School Project. A separate sheet detailing the change orders over the past month was presented to the Board. In the future his sheet will be included with the monthly report. Mr. Miller made a motion to forward change order 005 and 020 to the full Board for their approval. Mrs. Huf seconded the motion and it was approved 3-0. There was discussion regarding how the District could increase the participation of local contractors.
3. Elementary Building Project: Mr. Preston and Dr. Foight-Cressman reported on their meeting with PDE concerning our special experience room. PDE advised us that a special experience room is more suitable at a high school than at an elementary school. Mrs. Huf wants to revisit locating the Region 2 School at McDonald so existing planetarium could be used. The use of a special experience room at the high school would be greater according to Dr. Foight-Cressman. Mr. Spahr will work with Burt Hill to come up with the most cost effective scenario. The location of the special experience room is also an educational issue so it will be on the agenda of the next education committee meeting.

There was discussion concerning PlanCon Part A and B for the Region 2 and 3 schools. There was a question about grades 3, 4, and 5 classrooms not having bathrooms in the rooms. There is an issue of space since they must meet ADA requirements. Mr. Miller made a motion to forward PlanCon A and B to the full Board. Mrs. Huf seconded the motion and it was approved 3-0.

4. Other issues: Mrs. Mueller spoke to the Mayor of Ivyland who told her that the Boro is interested in the Dorothy Henry Building.

Mr. Miller expressed concern about the quality of our website and the need to keep our website up to date. Mr. Miller made a motion requesting Administration to come up with a plan to keep our website updated without additional cost. The motion was seconded by Mrs. Mueller and approved 3-0. This motion will be forwarded to the full Board.

Mr. Miller reported about the Mimeo interactive whiteboard that was demonstrated at the PSBA conference. The Technology department is looking into this and will report to the Board.

Mr. Miller distributed a report concerning food services and the cost of meals at area school districts. Mr. Miller requests including this report with the minutes. Mr. Miller is in favor of asking Administration to consult with an expert in school food service operations. Dr. Pollock feels that this is an issue for the finance committee. Dr. Pollock also requested back-up information regarding the cost savings for the three (3) and four (4) school options. Mrs. Homel indicated that she is working on it.

A number of residents indicated that they were not receiving the newsletter. Administration will follow up with the Post Office.

5. The next meeting is scheduled for December 1, 2009 at 7:00 P.M. in Room 16 at the Administration Building.
6. A motion to adjourn was made by Mr. Miller and seconded by Mr. Hezel. The motion was approved 3-0 and the meeting was adjourned at 10:05 P.M.

Respectfully submitted:



Victor Lasher

Report to Operations Committee, Nov 4, 2009

Food Services -- One year follow up to Sub Committee Recommendations

Following the review of a questionable purchase by Food Services in May, 2008, as Subcommittee of the Operations Committee (consisting of Tom Reinboth, Joseph Faust and me) was formed to review possible improvements to the operation and practices of the Food Services Department. That Subcommittee met in October and December of 2008, each time making recommendations for improvements.

After one year there have been several enhancements to the program as follows:

- ❖ Meat and Poultry products will no longer be accepted from vendors with packaging dates greater than nine months prior to purchase.
- ❖ Meat and Poultry products will no longer be purchased outside of traditional food service channels (i.e. other than established providers).
- ❖ A program is in place to educate employees to read product expiration codes from various manufacturers whose products are used in the district.
- ❖ Receiving practices have been upgraded to protect district from "short shipments", unauthorized substitutions, price differential and improper charges.
- ❖ Improvements have been made to the district's purchasing procedure to provide for greater control of quantity, quality and price from vendors

While this is good news for the District, there is still more work to be done.

An area of concern to the Operations Subcommittee was in the area of accounting and accountability. When the subcommittee could not resolve several issues directly with the Food Service Department, an audit was performed by the accounting firm of Amper, Politziner and Mattia, who specialize in auditing businesslike activities of school districts. The Amper Report provided several findings and some recommendations that have not been followed by the district. These do need to be further explored as it appears Centennial School District is not performing to the level of its peer districts and our students are paying the price.

The four greatest areas of concern that most likely affect our costs are:

- ❖ Perpetual Inventory
- ❖ Purchasing Controls
- ❖ Internal Accounting
- ❖ Product Waste

While these areas are discussed in detail within the Amper Report, CSD Administration has not provided sufficient oversight to the department and the problems continue unabated. Most recently, examples were provided to the Board of School Directors where the improved purchasing procedure is not being followed. Further, the Food Services

department recently furnished a report on vending which lacks the same backup of details described by the Amper Report where it states simply, the District has no idea what its cost of goods are for the products it sells.

Recently, there has been interest in school breakfast programs among PSBA Area Directors that will be discussed further at the end of November. These discussions led to a survey that I expanded to include lunches. The attached spreadsheet shows where Centennial School District stands among the surrounding districts, most notably, Neshaminy and Upper Moreland who are similar in scope and percentage of Free and Reduced Lunch population. (also see attached menus)

Betty Huf and I spent a few moments with a representative of Sodexho while we were attending the PSBA/PASA School Leadership Conference in Hershey, PA. While neither of us feel we should be looking at outside management as a solution, I have continued the discussion with Sodexho/Marriott and also inquired of Chartwell/Compass and I am convinced we can take a few minor steps to improve our financial results in the Food Service Department that do not require outside management.

In speaking with both companies, they stress the importance of:

- ❖ **Inventory Management and Control** where both companies are careful to keep records of purchasing habits in the districts they serve which allow them to offer a wider variety of food with very little waste.
- ❖ **Efficient Ordering Practices** require much less space for storage, reduces cost of handling and subsequent transportation, reduces heavy losses from wasted food, and improves quality by avoiding the deterioration of taste and texture that occurs with most foods over time.
- ❖ **Centralized Preparation of Meals** leads to lower costs of labor. There is additional saving where meals can be delivered via satellite distribution to schools. There would be significant startup costs that would be recovered quickly.

While I strongly agree with Mrs. Huf that we should NOT be looking at outside management, I think we should ask Administration to consider the advisability of bringing in an outside consultant to work with our Food Service department to implement the recommendations of the Amper Report and offer further suggestions to improve our services and reduce operating expense.

Given our current building plans, I can see the benefit of developing a strategy to link our elementary food operations to their nearest secondary school building before the design phase is completed. Pairing WTHS with the new elementary school in Region II, combining Log College and Willowdale kitchens and contemplating a joint service for Klinger and the new elementary school in Region I, should reduce costs of construction and yield an economic advantage moving forward.

FIR %	County	School District	Lunch			Breakfast		
			HS	MI/Jr.	Elem	HS	MI/Jr.	Elem
35%	BUCKS Self-Op	BENSALEM TOWNSHIP SD	3.00	3.00	2.50	1.50	1.50	1.50
60%	Self-Op	BRISTOL BOROUGH SD	2.25	2.25	2.00	1.50	1.00	1.00
44%	Self-Op	BRISTOL TOWNSHIP SD	2.30	2.25	1.95	1.00	1.00	1.00
19%	Self-Op	CENTENNIAL SD	2.75	2.55	2.25	1.50	1.25	1.00
5%	Sodexo	CENTRAL BUCKS SD	2.55	2.55	2.15	1.25	1.25	1.25
3%	Chartwells	COUNCIL ROCK SD	a la cart	2.75	2.50			
44%	Self-Op	MORRISVILLE BOROUGH SD	2.50	2.50	2.50	1.00	1.00	1.00
13%	Self-Op	NESHAMINY SD	2.45	2.35	2.05	1.00	1.00	1.00
2%	Self-Op	NEW HOPE-SOLEBURY SD	2.65	2.65	2.40			
11%	Self-Op	PALISADES SD	3.00	3.00	2.50			
12%	Self-Op	PENNRIDGE SD	2.75	2.75	2.25	1.50	1.50	1.25
13%	Metz	PENNSBURY SD	3.10	2.55	2.25	1.50	1.40	1.25
18%	Self-Op	QUAKERTOWN COMMUNITY SD	2.55	2.55	2.15			
	CHESTER							
18%	Chartwells	PHOENIXVILLE AREA SD	2.70	2.60	2.35	1.10	1.10	1.10
	DELAWARE							
9%	Chartwells	SPRINGFIELD SD	a la cart	2.75	2.50	1.10	1.10	1.10
47%	Aramark	UPPER DARBY SD	2.50	2.50	2.25	1.25	1.25	1.25
	MONTGOMERY							
14%	Chartwells	ABINGTON SD	2.75	2.50	2.25	1.00	1.00	1.00
11%	Chartwells	CHELTENHAM	3.00	2.70	2.50			
13%	Self-Op	COLONIAL SD (DELAWARE)	1.40	1.40	1.10	.75	.75	.60
7%	Self-Op	HATBORO-HORSHAM SD	2.50	2.50	2.25	1.25	1.10	1.10
7%	Self-Op	LOWER MERION SD	3.40	3.25	2.50	1.75	1.50	1.25
4%	Nutrition Inc.	LOWER MORELAND TWP SD	2.50	2.15	2.00	1.00	1.00	1.00
7%	Self-Op	METHACTON SD	3.15	2.55	2.25			
62%	Self-Op	NORRISTOWN AREA SD	2.30	2.30	2.15	1.25	1.25	1.25
13%	Self-Op	NORTH PENN SD	3.00	2.80	2.60	1.25	1.25	1.25
9%	Self-Op	PERKIOMEN VALLEY SD	2.50	2.50	2.25	1.10	1.10	1.10
27%	Chartwells	POTTSGROVE SD	2.75	2.60	2.35			1.25
60%	Self-Op	POTTSTOWN SD	2.00	2.00	1.75			1.00
11%	Self-Op	SOUDERTON AREA SD	2.60	2.25	2.25	1.00	1.00	1.00
9%	Self-Op	SPRINGFIELD TOWNSHIP SD	a la cart	2.75	2.50			
10%	Self-Op	SPRING-FORD AREA SD	2.60	2.60	2.40			
7%	Self-Op	UPPER DUBLIN SD	2.50	2.50	2.25	1.25	1.25	1.25
18%	Self-Op	UPPER MERION AREA SD		3.00				
16%	Self-Op	UPPER MORELAND TWP SD	2.50	2.00	1.75	1.00	1.00	1.00
21%	Self-Op	UPPER PERKIOMEN SD	2.75	2.50	2.25			
11%	Chartwells	WISSAHICKON SD	a la cart	2.50	2.20	.90	.90	.90

Same price as CSD
 Price lower than CSD
 Price higher than CSD

CENTENNIAL SCHOOL DISTRICT
Operations Committee Meeting
November 4, 2009
Administration Building

LOCATION: Room 16

TIME: 7:00 p.m.

NAME (PLEASE PRINT)	SCHOOL/ LOCATION
J. Fright-Crossman	Central Office
Dawn Van Atta	Willow Dale
Barbara Ewing	Mc Donald
Ellie Jefferson	Mc Donald
Sandy M. Homel	Central Office
Michael Hartline	WTHS
Robert A. Shaffer	Resident Southampton
Sheri Greco	Willow Dale
Barbara Walsh	Warminster
Anita Willbanks	Warminster/Willow Dale
Laura Roust	Willow Dale/Warminster