



**THE PUBLIC SCHOOLS OF BROOKLINE**  
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## Memorandum

**TO:** Andrew Bott, Superintendent  
**FROM:** Matthew J. Gillis, Director of Operations & Facilities  
**CC:** School Committee  
**RE:** Food Service Management Company Recommendations  
**DATE:** March 12, 2019

As you are well aware, PSB pays a food service management company, Whitsons, for a Food Service Director and ‘back of the house support’ to manage and run the school food services program. The program as currently constituted continues to struggle to break even and is projected to have shortfall in excess of the tentatively agreed upon subsidy of \$91,827. This amount was tentatively agreed to at the start of the school year. Attached is large spreadsheet itemizing in significant detail the actual and FSMC projected revenue and expenditures for the remainder of the year. Included in the spreadsheet and listed below are five recommendations which if implemented would improve the financial stability of the program.

**Summary by item below for those who prefer text over spreadsheets.**

### Revenue

1. Lunch Sales – Estimated increase \$11,800 - Meal sales have been lagging the budget amount. Sales revenue is currently projected to be short \$126,031 from the budget. By adjusting the menu the FSMC anticipates another \$11,800 in sales revenue.
2. A la Carte Sales **Update** – Estimated Increase \$18,900 - The Food Service Advisory Committee comprised of parents in the nutrition field, staff, and School Committee representation authorized the expansion of the a la carte items offered under the framework of offering snacks as a part of a balanced diet for the entire day. In accordance with the Harvard Healthy eating guidelines and the school lunch program’s My Plate the several new a la carte options have been piloted at Pierce and are being added to other K-8 schools. These items are low in fat, sugar and salt content to be in accord the federal school lunch program’s approved list of snacks.

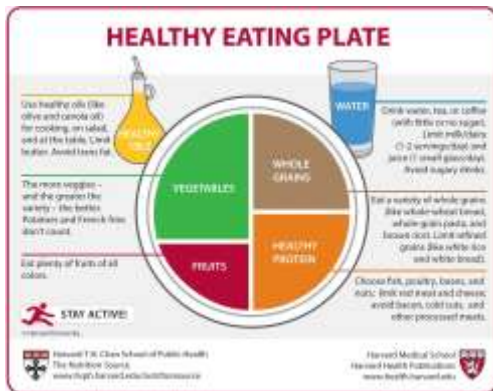
### Expenses

3. Food Costs – Estimated \$5,000 reduction by changing the brand of bagels sold. This item was requested when Whitsons first began, but was rejected by the Director of Operations. Circumstances changed over time and I am now comfortable with this change.

4. Paper – Estimated \$3,500 in savings. Whitsons and the Town’s Health Department both prefer the fruit (apples, pears, peaches) to be wrapped in plastic bags. This is not requirement of either entity and some citizens have voiced a desire to see less plastic waste produced.
5. Kitchen Staff – Estimated Savings \$9,600 – Recommendation to stop using day-by day subs to fill vacant positions. Instead I recommend reassigning staff to fill these vacancies for schools with the lowest meals produced and served per hour.
6. Performance Bond – Savings of \$9,555 – This savings is already reflected in the budget projection. The purpose of the performance bond is to have insurance should a contractor or vendor quit or go out of business before the contract is completed. The FSMC cannot obtain a bond as they do not have signed contract. Should the committee want this bond after the contract is finalized, the bond would be prorated to reflect the remainder of the year.

Reference:

Harvard Health Eating Plate



<https://www.hsph.harvard.edu/nutritionsource/healthy-eating-plate/>



<https://www.choosemyplate.gov/MyPlate>