




Public Schools of Brookline

Food Service Program Update

November 29, 2018



Food Service Program - Presentation Agenda

- 1. Overview of the PSB's Food Service Program**
 2. Approve "Amendment #1" Contract for Whitsons
 3. Food Service Management Options for FY 2020
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The Food Services Team

- **Management**

- Director (Non-Aligned, Contracted under Whitsons New England, Inc) 1.0 FTE
- Assistant Director (PSB employee - non-aligned) 1.0 FTE
- Head Clerk (PSB employee - AFSCME - BESA) 1.0 FTE

- **Kitchen Managers**

- One for each PSB school (PSB employees - AFSCME - Food Service) 9 Mgrs
1 Asst Mgr

- **Food Service Workers** (PSB employees - AFSCME - Food Service)) 28 Workers

- **Food Service Delivery** (Contracted under Whitsons New England, Inc) 1 Driver

PSB Food Services - Overview

Every day, the PSB Food Service team provides 2,500 - 3,000 meals in 9 schools, 3 BEEP sites, and 2 private schools

- **Cost of providing breakfast and lunch - FY 2019 Budget**

- **PSB Employees - \$1,189,344**
 - (Asst Dir, Head Clerk, Kitchen Mgrs, Workers, Substitutes)
- **Food Service Management Company - \$351,267**
 - (Director, Driver, Vehicle, Insurance, Website, Back Office support (Nutrition, Purchasing, Marketing, etc))
- **Food, Supplies, Composting, Services - \$994,477**
- **Total Costs - \$2,535,088**

- **Sales**

- **October 2017 = 2,927 average daily sales** **October 2016 = x,xxx average daily sales**
- **October 2018 = 2,725 average daily sales**

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Value of the Whitsons contract

- Purchasing power: lower food costs, lower rate of total program expense increase (0.17% vs Avg 6%)
- Diabetic and allergy awareness, online menu nutrition content/calories available to families, school nurses, and students 24/7; Better, clearer, and up-to-date information --
- Ongoing and regular training of food service employees
- Compliance with USDA, DESE, MA DPH, and PSB Wellness Policy
- Expectation of improved food quality

Value of the Whitsons contract

Whitson's Philosophy is consistent with what PSB parents want:

- Local Sourcing
- High Utilization of Fresh Foods
 - DOD Fresh Vegetable Program
- Control of Ingredients
 - Use of organic produce and non-GMO foods
- Prepares common ingredients to higher client specifications - eg Spaghetti Sauce - Organic

Local Food Sourcing

Defining Local

- Whitsons defines local as products made/grown within neighboring states relative to our business markets.
- 52% of our products are locally purchased companywide.
- At Brookline 44.5% of purchases come from sources in Massachusetts, Connecticut and New York.
- In 2017-18 the district allocated 10% to the Department of Defense Fresh Fruit & Vegetable program and Whitsons was able to increase it to 20%.
- In 2018-19 the DOD allocation has been increased to 25%.

Where We Source

- Belkin Family Lookout Farm, South Natick, MA
- Lanni Orchards, Lunenburg, MA
- Wilson Farms, Lexington, MA
- Carlson Orchards, Harvard, MA
- Pioneer Valley Growers Association, South Deerfield, MA
- Christoforo Farm, Northford, CT
- Rogers Orchards, Southington, CT
- Lyman Orchards, Middleton, CT
- Blue Hill Orchards, Wallingford, CT
- Baggott Farms, East Windsor, CT
- Costa Produce, Boston, MA

Decision to Continue Whitsons Contract through FY19

School Committee approves Amendment #1 contract with Whitsons Culinary Group with subsidy of \$91,827 pending final approval by DESE (Department of Elementary and Secondary Education) as required by USDA.

1. CPI adjustment under the RFP and original contract
2. Revision to #3 to set the guarantee at the \$91,827 as the new “break even”
3. “Break Even” is only modified by recommendation of the Food Service Advisory Committee to the School Committee with cost impact or savings for School Committee approval.

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3. **Food Service Management Options for FY 2020**

Options for FY 2020

1. Re-issue RFP
2. Advertise for a Food Service Director and return to Independent Operation
3. Re-Issue RFP and Advertise for Food Service Director

Re issue RFP in January

Date	FSMC Process	Food Service Dir Process
Thurs Jan 24 & 31, 2019	Advertise Request for Proposal	Advertise Position
Thurs Jan 31, 2019	Release RFP	Advertise Position
Week of Feb 4 or 12, 2019 at 9:00 / 10:00 am	Site Visitation	Applications Due
Week of Feb 18 or 25, 2019	Deadline for Written Questions on RFP	Interview Applicants
Week of Feb 25 or Mar 4, 2019	Response to Written Questions (Amendment)	Interview Applicants
Thurs Mar 14, 2019	Deadline for Proposals, Proposal Opening	Select Finalists
Starting Mar 14, 2019	Review or proposals, interviews, etc	Site Visit(s) & Reference Checks
On or before April 31, 2019	Contract Negotiation	Contract Negotiation
On or before April 31, 2019	Award of Contract by School Committee	Appointment by Superintendent

Considerations for Return to Self -Operated

1. Website and Software Acquisition
 - a. Complete Website rebuild
 - b. Nutrition and Allergen Ingredient Awareness and Information
 - c. Back office product inventory and pricing verification
2. New Service Contracts:
 - a. Registered Dietician for menu review
 - b. Marketing and graphic artists
 - c. Management Consultant to break out metrics and monitor performance
 - d. Trainers: Chef/Culinary skills, Serv Safe, Choke Safe, First Aid,
 - e. Food Safety Monitoring and Training
3. Purchase Refrigerated Van
4. Hire Van/Delivery Driver

Recommendation

Requires multi-tiered approach of School Committee, School Administration, Director, and Food Service Program employees to make the program sound in incremental steps over the next three years

1. Keep the current Director Structure.
2. Establish Food Service Advisory Committee
3. Improve training and skills to create a better quality program