

GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING

MONDAY, MAY 13, 2019
5:00 P.M.
CENTRAL OFFICE, ROOM 4

Mission Statement

Our mission is teaching and learning.

Board Goals

1. Provide Dynamic Rigorous Curriculum
2. Ensure Effective and Engaging Instruction
3. Embrace Excellent Learning Environment

AGENDA

1. Call to Order
2. Review April 8, 2019 Meeting Minutes (Attachment #1)
3. Review of IB and AP students paying for their tests
4. Discussion of Summer School Rates (Attachment #2)
5. Review of Policy P 3542.43 Food Service Charging (Attachment #3)
6. Facilities Update
 - Status of Pleasant Valley Elementary School
 - Update re: NEA Air Quality Study
 - Review of Water Testing Results
 - Update re: Glulam Beams CIP Project
7. Review of Budget Format re: Percentage Increases
8. Review Health Insurance Reserve
9. Adjournment

GROTON BOARD OF EDUCATION
SPECIAL FINANCE/FACILITIES COMMITTEE MEETING MINUTES
APRIL 8, 2019 @ 5:00 P.M.
CENTRAL OFFICE, ROOM 4

Members Present: Jay Weitlauf, Katrina Fitzgerald

Members Absent: Jane Giuliani

Also Present: Michael Graner, Ken Knight, Sam Kilpatrick, Nikki Salaun, Jake Tedeschi

Chairman Weitlauf called the meeting to order at 5:04 p.m.

1. Review March 11, 2019 Meeting Minutes – The minutes were approved as presented.
2. Treehouse financial overview and discussion of summer program rates – Jake Tedeschi provided an overview of the financial status of the Treehouse program (attached). The first aspect of the report was a comparison of local childcare programs. The report also included a listing of current expenses and revenue; the program is not generating sufficient revenue at this point to meet its expenses. The annual projected deficit is approximately \$81,000 per year. The committee recommends forwarding the proposed increases to the full Board for approval.
3. Discussion of IB/AP students paying for their tests – This item was tabled.
4. Facilities updates
 - a. Water Testing – Sam Kilpatrick reported that the water tests for the concession stand were conducted on Saturday, April 6, 2019; the results are expected to be delivered later this week.
 - b. NEA Engineering Study – Sam Kilpatrick reported that the civil engineers are continuing their work at the site. The report from Fuss & O’Neill is expected shortly.
5. Discussion of Summer School rates – This item was tabled.
6. Budget discussion – The committee noted that the Board of Education budget has now been forwarded from the Town Council to the RTM for review.

The meeting adjourned at 5:59 p.m.

2018 Summer School: APEX Digital Learning Pilot

Cost to Students: 1 course \$250.00 2 courses \$400.00
Students Enrolled: 27 students enrolled taking 1 or more courses
Income: \$7,325.00

Expenses:

Staff: Total of 5 staff recruited
 Weekly Hours Rate Weekly Pay Total Staff Expense
 24 \$37.55 \$901.20 \$3,604.80
APEX:
 50 licenses: \$2,750.00

Total Expenses: \$6,354.80
Balance: \$1,470.20

2019 Summer School Projections: APEX Digital Learning

Projected Cost to Students: \$175.00 per course
Projected Students Enrolled: minimum of 25 Students enrolled in minimum of 1 course
Projected Income: \$4,375.00

Projected Expenses:

Staff: 3 staff
 Weekly Hours Rate Weekly Pay Total Staff Expenses
 20 \$38.54 \$770.80 \$3,083.20

Balance: \$1,291.80

Business and Non-Instructional Operations

Food Service - Charging Policy

The goal of the food service program is essential in providing students with nutritious and healthy foods, through the District's food services program. The school nutrition program is an essential part of the education system. By providing good-tasting, nutritious meals in pleasant surroundings, we are helping to teach students the value of good nutrition.

The school nutrition program is an extension of the school's educational programs, and it is the District's vision to have a partnership among students, staff, school family and the community in offering access to and providing nutritious meals which are attractively presented at an affordable price.

The Board of Education has an agreement with the Connecticut State Department of Education to participate in one or more school Child Nutrition Programs and accepts full responsibility for adhering to the federal and state guidelines and regulations pertaining to these school Child Nutrition Programs. The Board also accepts full responsibility for providing free or reduced-price meals to eligible elementary and secondary students enrolled in the District's schools. Applicants for such meals are responsible to pay for meals until the application for the free or reduced-price meals is completed and approved. All applications for free and reduced-price meals, and any related information, will be considered strictly confidential and not to be shared outside of the District's food services program. Meals are planned to meet the specified nutrient standards outlined by the United States Department of Agriculture for children based on their age or grade group.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

Funds from the non-profit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid.

Federal funds are intended to subsidize the meals of children and may not be used to subsidize meals for adults (teachers, staff, or visitors). Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Charging is not encouraged by the District, but on those occasions that a student does not have money, they will be offered an alternate meal. ~~Examples of alternate meals include, but are not limited to, the following:~~

- ~~A peanut butter and jelly sandwich and milk (lunch) or;~~
- ~~A sunbutter and jelly sandwich and milk (lunch) or;~~
- ~~A cheese sandwich and milk (lunch);~~
- ~~Cereal and milk (breakfast).~~

~~The cost of providing this alternate meal cannot be incurred by the school food service account, and the charge for this alternate meal will be \$.75 for breakfast and \$1.75 for lunch. The alternate meal is not part of the National School Lunch Program and is considered a chargeable a la carte item.~~

In order to sustain the District's food services program, the District cannot permit the excessive charging of student meals. Therefore, any charging of meals must be consistent with this policy and any accompanying regulations. The Superintendent or designee shall develop regulations designed to effectively and respectfully address family responsibility for unpaid meals.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Manager/Director and/or the applicable school principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Food Service - Charging Policy – cont.

Definitions

~~"Alternate Meals" are not clearly defined in federal and state regulations. The use of alternate meals refers to any meal served to a student that is different from the day's advertised reimbursable meal. Alternate meals are most often provided to those students who have forgotten their meal payment(s) or medium of exchange.~~

"Delinquent Debt" constitutes unpaid meal charges, like any other money owed to the nonprofit school food service account when payment is overdue, as defined by state or local policies.

"Bad Debt" are when unpaid meal charges are not collected and are considered a loss. Such debt must be considered an operating loss which cannot be absorbed by the nonprofit school food service account which must be restored using nonfederal funds.

Elementary Students

The District uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds, (i.e., is at the charging limit), and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. When the charge limit is reached, an alternate meal will be provided consisting of one or more of the alternate meal examples mentioned above until the charges are paid in full. Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced-price meals.

Secondary Students

The District uses Meal Pay Plus, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as make deposits, to their child's school meal account. Any student whose account has insufficient funds (i.e., is at the charging limit) and does not bring a meal from home may charge any combination of meals up to a negative balance of \$10.00. No snacks or a la carte items may be charged. When the charge limit is reached, an alternate meal will be provided consisting of one or more choices listed above until the charges are paid in full. Negative balance status can be avoided by making a payment in the form of cash, check, or credit card to the Meal Pay Plus website. When a charge has occurred, a written notification shall be sent home to parents. All credited meals must be repaid. In situations in which a student is consistently without meal money, the principal or his/her designee should encourage the parent/guardian to apply for free or reduced price meals.

Food Service - Charging Policy – cont.

Districtwide

1. Parents are responsible for providing meals or meal money for their student. Repayment is expected without delay. Snack and a la carte purchases are cash only. At any time of the year, parents are encouraged to complete or update a free or reduced meals application.
2. Although not required by law, because of the District's participation in the school Child Nutrition Programs, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the superintendent to develop rules which address:
 - a. What can be charged;
 - b. The limit on the number of charges per student;
 - c. The system used for identifying and recording charged meals;
 - d. The system used for collection of repayments; and
 - e. Ongoing communication of the policy to parents/guardians and students.

Delinquent Debt and Bad Debt

The District's efforts to recover from households money owed due to the charging of meals must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The school food authority is encouraged to consider whether the benefits of potential collections outweigh the costs which would be incurred to achieve those collections.

Money owed because of unpaid meal charges shall be considered "delinquent debt," as defined, as long as it is considered collectable and reasonable efforts are being made to collect it. Such debt must be paid by June 30, of the current school year.

After reasonable attempts are made to collect the delinquent debt, and it is determined that further collection efforts are useless or too costly, the debt must be reclassified as "bad debt." Such debt shall be considered an operating loss not to be absorbed by the nonprofit school food service account but must be restored using non-federal funds.

Dissemination of Policy

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year.

This policy shall be included in student/parent handbooks, on online portals that households use to access student accounts, on the District's website, and on the website of each school at the beginning of each school year.

This policy shall be provided to all school staff and other staff members assisting children in need or who may be contacted by families with unpaid meal charges also should be informed of this policy.

The District's school food authority shall maintain, as required, documentation of the methods used to communicate this policy to households and school or school food authority-level staff responsible for policy enforcement.

Food Service - Charging Policy – cont.

Legal Reference:

Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.

State Board of Education Regulations

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of Delinquent Meal Payments," Nov. 2, 2016

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-paying Full and Reduced Price Students"

National School Lunch Program and School Breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772

USDA Guidance:

SP 46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"

SP 47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"

SP 57-2016 "Unpaid Meal Charges: Guidance and Q and A"

SP 58-2016 "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools"

Timestamp	What is your school district (for reporting purposes we will only use DRG)	What is your DRG	Does your District's nutrition program have unpaid balances?	How does your district view unpaid balances ?	What was your unpaid balance total for the last school year ? (a range, or estimate is fine)	Has your unpaid balance total increased or decreased over the past few years?
10/26/2017 14:44:41	Ansonia Public Schools	Group H	Yes	relative to the size of our district, we feel they are significant	\$15000-\$25000	Stayed about the same
11/2/2017 10:46:43	B	B	Yes	relative to the size of our district, we feel they are significant	2500	Increased
10/26/2017 11:11:49	Barkhamsted	Barkhamsted	Yes	they are not a significant problem for our district	0	Decreased
10/27/2017 13:05:49	Berlin	D	Yes	relative to the size of our district, we feel they are significant	\$2,200.00	Stayed about the same
11/2/2017 10:42:57	Bethel	D	Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	\$1,400	Decreased
11/17/2017 8:09:21	Bloomfield		Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	\$5,000	Decreased
10/26/2017 9:43:07	Bozrah	E	No	they are not a significant problem for our district relative to the size of our district, we feel they are significant	0	Stayed about the same
10/26/2017 14:10:45	Branford		Yes	relative to the size of our district, we feel they are significant	\$6,000	Decreased
10/27/2017 15:22:20	CREC	Multiple (RESC)	Yes	relative to the size of our district, we feel they are significant	\$10,000.00	Increased
10/26/2017 14:00:52	Derby	H	Yes	they are not a significant problem for our district	\$1,500	Decreased
10/30/2017 14:02:27	Farmington Public Schools	B	Yes	they are not a significant problem for our district	Approximately \$8,800	Stayed about the same
10/27/2017	Glastonbury	B	Yes	they are not a significant problem for our district	\$5,650.00	Stayed about the same
10/29/2017 23:47:47	Manchester	G	Yes	relative to the size of our district, we feel they are significant	87,000	Increased
10/30/2017 12:09:27	Manchester Public Schools	G	Yes	relative to the size of our district, we feel they are significant	\$80,000.00	Increased
11/13/2017 9:52:28	Mansfield		Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	790	Stayed about the same
10/23/2017 11:59:16	Meriden	Not sure	Yes	relative to the size of our district, we feel they are significant	7,500	Stayed about the same
10/26/2017 17:53:35	Middletown	G	Yes	relative to the size of our district, we feel they are significant	\$11,000.00	

How does your district cover unpaid balances?	How does your district handle delinquent accounts?	Comments on handling delinquent accounts
2017-18 - district will pay, prior to that, other benefits were given	Grammar school - student gets meal / Middle & High - taken meal away from students	We believe not to identify the students in the lower grades by giving a cheese sandwich. As the students gets older, it then becomes his/her responsibility.
BOE gave us a check for the amount	phone calls and weekly pos account balance notifications emails sent to parents	pain in the neck
We don't have an issue. At the end of the school year parents step forward and pay unpaid balances in order for their children to get their report cards.	Any time a student owes money, an email goes out to parents. When they owe over \$10.00 an email goes out reminding parents that if not paid in full immediately their child will receive a cheese sandwich for lunch.	About 4 years ago we had a dilemma. We are a small school of 228 students. Over \$700.00 was owed us due to outstanding IOUs. I reached out to all school in my state as to their IOU policy. 99% stated they substitute cheese sandwich lunch. BOE agreed for us to do the same. That resolved the issue.
Each school has an activity account that pays off the unpaid balances at the end of the school year.	Daily e-mails, notes sent home with students (younger), reminders at the register(older), phone calls home...working on new ideas now.	It seems to take different approaches to get a payment, we just keep trying different ways. We do have students that start their negative balances when they come off the 30 day grace period from F/R. No easy answer to this.
BOE reimburses Food Service program.	Weekly emails to parents. HS only 2 charges allowed, no alternative meal. MS/Elem 3 charges then cheese sandwich, fruit/veg, etc. accrued to student account at regular lunch cost.	in general, with weekly emails, balances are decreasing but more follow up may be needed especially towards end of the school year.
We have a charge policy and offer alternate meals (cheese sandwich & milk, etc)	The district paid all delinquent accounts for the first time last year	
Paid from local funds	Alternate meal	
Other operating funds	Early intervention, ultimately restricting access to graduation, prom, activities, etc.	New effort being made this year...we'll see
We continue to chase the students - seniors cannot graduate if not settled	Robo calls and e-mails sent weekly. Some schools offer supplemental meal with no charge to parents when credit limit is exceeded. Balances cleared as uncollectable at year-end.	CSDDE requirement to clear all balances as uncollectable at year end has created a huge problem for us, as parents have no incentive to pay if our policy is not to let children go hungry and we continue to feed them without payment on credit until they can make some payments
Board pays unpaid student debt at the end of the school year, and then board attempts to collect on that debt	letter followed by weekly phone calls	Weekly calls (using school messenger) have seemed to reduce the \$.
BOE Paid	Monthly reminders are sent out via email. Then, board pays unpaid student debt at the end of the school year, and then board attempts to collect on that debt	
We cover through BOE funds	Weekly Robo calls and letters sent home	Time Consuming
BOE Budget reimburses Food Service	We contact parents via telephone and letters home	We recognize the importance of providing meals to students however spend a lot of time chasing after delinquent accounts to no avail
General fund	Letters, e-mails	
Yes	Notifications from director's office, email reminders, contacting the household, working with administrators	
	Letters sent home	Not sure what you are asking and what the true definition of meal shaming is

Is your free / reduced application available on line?	If yes, have you seen an increase in applications?	Additional Comments?	If we can contact you for follow up, please give us your name and contact information	Are you a	Upload your policy on unpaid meal charges here. If this link doesn't work for you, you can email your policy to execdir@snact.org .
Yes	Yes	More families are using the online application Over 6 months of deliberating and the BOE has not come up with a charging policy	Dominick Golia - 203-736-5009 - dgolia@ansoniam.org	School Nutrition Director	
Yes	No		Madeleine Diker	School Nutrition Director	
Yes	No		Darlene Sczygiel 860-379-2729 x305	Food Service Manager	https://drive.google.com/open?id=0B9Axd0l8fbcEjhuM19WTDhsZ2c
Yes	Yes		Wendy Rawlings wrawlings@berfinschools.org	School Nutrition Director	https://drive.google.com/open?id=0B8LEFp9KLqP7bm0wekctNGMIMILU
No	No		Suzanne Rodgers rodders@bethel.k12.ct.us	Accounting Supervisor	https://drive.google.com/open?id=1spz94xCwMITHKmcMX_dBVlpiQUkmdsI
Yes	No		Sue Pinkham	School Nutrition Director	https://drive.google.com/open?id=1T8fy8seVA0fmEaZenzoi05QA445iJQIA
Yes	No		Amy Sanders-Banning	School Nutrition Director	https://drive.google.com/open?id=0B6FX99Wv5c3M3VVV0hLUURZZU0
No	No	Uploaded Charge policy file is old existing version; current revision waiting for CREC Council approval. Will send when completed and approved.	Don Neel	School Business Manager	https://drive.google.com/open?id=0B4AnMuICitbahdUJpWVfmyY165Y1k
Yes	Yes		Jeff Sidewater	School Nutrition Director School Business Manager	https://drive.google.com/open?id=sWZ8qNzdFFKZF3oOIQ2U0Q
No	No				
Yes	Yes	Not sufficient data to tell whether putting application on line has increased applications	Beth Haber, haberb@fpsct.org , (860) 673-8270	Finance Manager	
Yes	NA		Jessica D'Agnese 860-652-7933	School Nutrition Director	
Yes	No		Karen Clancy (860) 647-3444	School Business Manager	
Yes	No		Nick Aldi (860)647-3461	School Nutrition Director	https://drive.google.com/open?id=1aH07MhHgIOPM67aVXxQMenwgV0n1BQJF
No	No			School Nutrition Director	
Yes	Yes		Susan Maffe	School Nutrition Director	
Yes	Yes		Janet Calabro	School Nutrition Director	

Timestamp	What is your school district (for reporting purposes we will only use DRG)	What is your DRG	Does your District's nutrition program have unpaid balances?	How does your district view unpaid balances ?	What was your unpaid balance total for the last school year ? (a range, or estimate is fine)	Has your unpaid balance total increased or decreased over the past few years?
10/26/2017 9:33:28	Milford	D	Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	Less than \$1000	Decreased
11/2/2017 13:26:22	Naugatuck		Yes		14K	Increased
11/13/2017 15:54:52	Old Saybrook	D	Yes	relative to the size of our district, we feel they are significant	\$4,500	Increased
10/26/2017 9:22:40	Reg #8 Rhaim	1000	No	relative to the size of our district, we feel they are significant	1300	Decreased
10/27/2017 8:16:41	Region 12	C	Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	less than \$75	Stayed about the same
10/26/2017 11:29:07	Region 14		No		1200	
10/30/2017 8:28:04	Region 16 School District	16	Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	\$283.75	Stayed about the same
10/27/2017 8:15:15	Region 4	c	Yes	relative to the size of our district, we feel they are significant	\$15,000	Stayed about the same
10/26/2017 14:35:22	Regional School District	c	Yes		350	Increased
10/27/2017 12:55:18	Seymour Public School	F	Yes	relative to the size of our district, we feel they are significant	\$900.00	Stayed about the same
10/27/2017 11:02:08	South Windsor		Yes	they are not a significant problem for our district	\$110.00	Stayed about the same
11/14/2017 12:20:10	Southington		No	relative to the size of our district, we feel they are significant	zero	Decreased
10/26/2017 15:21:27	Stamford	H	Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	\$16,000.00	Increased
10/26/2017 10:31:15	Stamford Schools		Yes		\$12,000.00	Increased
11/6/2017 10:18:25	Sterling	F	Yes	they are not a significant problem for our district	\$35	Stayed about the same
10/26/2017 15:31:58	Suffield	C	Yes	they are not a significant problem for our district	\$700	Decreased
10/31/2017 18:54:46	Tolland		Yes	they are not a significant problem for our district relative to the size of our district, we feel they are significant	--300	Stayed about the same
10/26/2017 14:45:29	Torrington	G	Yes		\$1,800	Increased
10/26/2017 14:07:06	Watertown	D	Yes	they are not a significant problem for our district	~\$1,500.00	Increased

How does your district cover unpaid balances?	How does your district handle delinquent accounts?	Comments on handling delinquent accounts
Balances we believe we can collect on are carried over into the next school year. Negative balances resulting from a lapse in eligibility and are deemed "uncollectible" are invoiced to the BOE- typically less than \$400 per year. BOE cuts a check	Negative balance notifications are sent M-F through SchoolMessenger. An email is sent to the parents email on file with a message stating the account is negative including the student name and current negative balance after lunch each day. Prior to utilizing the automated email notification of negative balances our negative balance list was 3 times the amount as compared to the current list. only at High school and middle school we replace entrée with a cheese sandwich. We send weekly email notifications, over \$50 we make phone calls	
BOE Funding	send email notices home to parents weekly followed by letters and phone calls	
yes	e-mails mailings and phone calls	Just have to keep hounding parents
Local Board covers if uncollectible.	Notices are sent out when any balances exceed \$5 daily negative. System automatically send notices to parents when pre paid balance gets to \$20.	
through general funds	phone messages	
Abandon School Lunch Fund	Letters to Parents @ 3rd meal, Phone calls after that. We send home blank F&R Applications and follow up with Guidance	Everyone plays a part it's a team effort
General Fund	Monthly Invoices Sent	We are contemplating using a collections service.
Parent notification and then eventually school building funds	Parent notification and alternative lunch.	
Reimbursed by BOE	Managers make phone calls. Notices are sent home from Nutrition Services Office, and most recently we are emailing parents which has become the most effective way of communicating. We do have a policy but it is not effective as we do not want to punish the students. Its not their problem.	When all else fails, Superintendent of Finance will make calls.
School administration is contacted to help with repayment or will be covered by PTQ/School activity funds based on the discretion of the administration at each school.	Notices home with the students for K-5, conversation with students at the registers for 6-12 students. Calls or Email reminders if multiple days in a row and then follow up from school administration to reach out to families.	Tedious accounting work for busy food service staff and the main office sends borrow slips out to parents on Fridays. They get a better response coming from the principals office.
The BOE gives us funds for a house account so students can borrow at the time of purchase. After the end of the school year, charge to the operating budget	Students borrow from a House account set up for this purpose in Horizon. written payment reminders, parent link phone calls	
District funds pay the food service account	Attempts are made to collect from parents, communication via parent letters and robo phone calls	Extremely difficult
BOE pays it at the end of the year then contacts the parent for reimbursement	Calls, emails and sends notices	After 3 unpaid lunches they receive PPJ. Never do we allow a student to go hungry. Contact parents until they are paid.
BOE Funds	Letters and phone calls to parents, eventually change to alternative meal	
The balance stays with the child and must be paid with different "accountabilities" toward the end of the year depending on grade level.	Either alternate meals for elementary (after 2 negative), middle school gets a PTO paid granola bar (after 2 negative), no charging at high school.	it works pretty well, seem to catch up with most students by high school, if not sooner.
Food Service bills the BOE	Contact parents/guardians	
The GF reimburses the Cafe	We attempt collection, with slim to moderate success	

Is your free / reduced application available on line?	If yes, have you seen an increase in applications?	Additional Comments?	If we can contact you for follow up, please give us your name and contact information	Are you a	Upload your policy on unpaid meal charges here. If this link doesn't work for you, you can email your policy to execdf@snact.org .
Yes	No		Eileen Faustich 203-783-3490 efaustich@milforded.org	School Nutrition Director	
Yes	No		kate murphy 203-720-5279	School Nutrition Director	
Yes	No	Application is available on line but we do not have online processing ability for application	Maureen Nuzzo 860-395-3193 mnuzzo@oldsaybrookschools.org	School Nutrition Director	https://drive.google.com/open?id=1n0i4dv5CUL7FQrt6GUdQJtdfwJ0c1wn1g
Yes	No			School Nutrition Director	
Yes	No			School Business Manager	
No	No		Peter Brooks 203-263-3190	School Nutrition Director	
Yes	Yes	Have to look at daily	Patricia Iraci 203-758-6671	School Nutrition Director	
Yes	No			School Business Manager	
Yes	No		Kimberly Neubig	School Business Manager	https://drive.google.com/open?id=0B57Dg0Vq-PPXZFdkV3IzLVBSjQ
Yes	No			School Nutrition Director	
Yes	No		Lisa Clayton 860-474-1499	Food Service Specialist	https://drive.google.com/open?id=0BswXz2zKtJyIbz6FFENTzhHVdcmLVk
Yes	No		Nya Weinsky, School Food Service Director	School Nutrition Director	
Yes	Yes		Hugh Murphy 203-977-5011	School Business Manager	https://drive.google.com/open?id=0B20bB_LG5i0U5RTY4VUZWTtHZHdzA
Yes	No			School Nutrition Director	
Yes	No	student counts are down	Bill Hoff	DDS School Business Manager	https://drive.google.com/open?id=0B7xT8YxGNQJ5aFZXVW6uMknUeGc
Yes	No	Our application is available on line but they cannot submit it that way.	Abby Kassman-Harned	School Nutrition Director	
Yes	No		Becky Tyrrell Jill M. Browne, or call David Foulds, Food Svc. Director	School Nutrition Director School Business Manager	https://drive.google.com/open?id=0B0VvWjHqS4-xOURZbnJNek1Dbmc
Yes	Yes				

Timestamp	What is your school district (for reporting purposes we will only use DRG)	What is your DRG	Does your District's nutrition program have unpaid balances?	How does your district view unpaid balances ?	What was your unpaid balance total for the last school year ? (a range, or estimate is fine)	Has your unpaid balance total increased or decreased over the past few years?
10/27/2017 9:11:42	West Hartford Public Schools	B	Yes	they are not a significant problem for our district	\$927.37	Increased
10/26/2017 14:55:07	Winchester	G	Yes	they are not a significant problem for our district	\$1,600	Stayed about the same
10/26/2017 9:38:39	Windsor		Yes	relative to the size of our district, we feel they are significant	16,000.00	Increased
10/26/2017 15:18:28	Windsor Locks	F	Yes	relative to the size of our district, we feel they are significant	\$5,000	Increased
10/26/2017 14:22:45	WOODBIDGE	B	Yes	they are not a significant problem for our district	\$500	Stayed about the same
10/26/2017 11:14:12			Yes	relative to the size of our district, we feel they are significant	1000	Decreased
10/26/2017 15:31:20			Yes	relative to the size of our district, we feel they are significant	\$90,000.00	Stayed about the same
10/26/2017 16:31:58			Yes	they are not a significant problem for our district		Stayed about the same

How does your district cover unpaid balances?	How does your district handle delinquent accounts?	Comments on handling delinquent accounts
<p>See attached collection procedure Balance covered by BOE</p> <p>The principal has to pay at end of year from school account</p> <p>yes</p>	<p>see attached collection procedure Contact parents/ guardians</p> <p>Elementary schools unlimited charging. Middle/High allowed to charge 5 meals and we call home and email parents for payments. Cheese sandwich meal is given only if student has not taken a meal. We don't take food away.</p> <p>Notices are sent home, principals make phone calls, guidance counselors speak with students</p>	<p>This is becoming a very costly and timely effort to send home statements, call or email parents.</p>
<p>BOE</p> <p>They have carried over and we try to regain the funds before graduation</p> <p>We continue to try to collect</p>	<p>COMMUNICATION TO PAREN</p> <p>Notices, phone calls, threats, payment plans</p> <p>We pay off the free and reduced balances</p>	<p>NOT A BIG PROBLEM IN DISTRICT</p>

Is your free / reduced application available on line?	If yes, have you seen an increase in applications?	Additional Comments?	If we can contact you for follow up, please give us your name and contact information	Are you a	Upload your policy on unpaid meal charges here. If this link doesn't work for you, you can email your policy to execdir@snact.org .
Yes	No	We just started on line applications this year so we really have not seen a benefit yet.	Wendy Ashe, (860)561-6678	Nutrition Services Accountant	https://drive.google.com/open?id=0B-6IVJd4kMGjRXhO5EhwZV9ac3M
Yes	No		Becky Tyrrell	School Nutrition Director	
Yes	No	School meals should be part of the overall school budget like busing.	Dana Plant	School Nutrition Director	
Yes	No		Les Koziara, lkoziara@wips.org, 860-292-5709	School Business Manager	
Yes	No			School Business Manager	
Yes	Yes		Michael Augur	School Nutrition Director	
Yes	Yes		Joe Marino	School Business Manager	
Yes	No			School Business Manager	