NEWTON PUBLIC SCHOOLS

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<u>MEMORANDUM</u>

TO: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer

FROM: Michael Cronin, Chief of Operations

DATE: January 25, 2016

RE: Operations Status Report

Facilities Report:

This past holiday vacation, the support services staff were totally immersed in moving Angier and Zervas to their new and temporary homes. First, the staff at Angier were packed up and moved from the swing space at Carr School to the new Angier Elementary School building at 1697 Beacon Street. At present, there is minimal contractor presence at the new building for punch list items; since January 6th teaching and learning has gone on uninterrupted. The second half of the break involved the move of Zervas School from Beethoven Avenue to the temporary home at Carr School. School custodians and craftsman were advised in September that it would take many people and long days to make these moves happen. When the time came, all parties were ready for the task. Along with moving the educational materials of Zervas, the school department craftsman salvaged hardware and other reusable building components.

While the intricate moves were occurring at Angier, Carr and Zervas, other custodial staff throughout the district performed necessary winter break cleaning, recoating floors and sprucing up the main corridors and lobbies of each building. In addition, the winter change of unit ventilator filters was completed in each classroom.

An unusually warm December afforded Operations the opportunity to focus on the transition of Angier and Zervas. Establishing programmatic schemes for Angier HVAC, lighting controls, intrusion alarm, and access control were completed with each of the respective contractors. Traditional schedules for HVAC were set in place. New, creative schedules for lighting and access control were implemented including a hybrid vacant/occupied lighting system for classrooms that should show a savings in energy use.

Food Service:

In the month of November, there were 13 operating days in the elementary schools and 16 in the secondary schools. Meal counts were down by 2% compared with meals sold one year ago, or 266 fewer meals per day. A la carte sales were up compared to one year ago, at +\$47

per day. Overall, the food service program was positive for the month by \$11,174. The total shortfall for the year is \$46,268. Continued focus will be placed on selling more reimbursable meals while reducing the dependency on a la carte items.

The table below includes the sales by school compared to budget and the same for the period one year ago. Attached is a copy of Whitson's financial performance year to date.

ADP LUNCH REPORT - November 2015																		
	Budget November 2015				ACTUAL November 2015			ACTUAL - November2014			Enrollment		PRIOR YEAR					
SCHOOL	Op Days	Ala	Carte \$	Meals	Op Days	Ala	Carte	Meals	Op Days	Ala	Carte \$	Meals	Enroll Nov 2015	Enroll Nov 2014	Ala Carte vs Prior		% Served Nov 2014	+/-
CARR (Angier)	13	\$	90	121	12	\$	111	123	13	\$	104	150	409	402	\$ 7	30%	37%	-27
BOWEN	13	\$	63	151	12	\$	90	134	13	\$	110	150	450	474	\$ (20)	30%	32%	-16
BURR	13	\$	91	108	12	\$	75	104	13	\$	100	107	416	425	\$ (25)	25%	25%	-3
CABOT	13	\$	63	81	12	\$	74	104	13	\$	65	99	403	417	\$ 9	26%	24%	5
COUNTRYSIDE	13	\$	67	132	12	\$	68	118	13	\$	73	136	453	466	\$ (5)	26%	29%	-18
FRANKLIN	13	\$	113	123	12	\$	71	139	13	\$	137	151	422	413	\$ (66)	33%	37%	-12
HORRACE MANN	13	\$	49	129	12	\$	74	145	13	\$	55	159	414	434	\$ 19	35%	37%	-14
LINCOLN-ELIOT	13	\$	53	107	12	\$	65	127	13	\$	68	144	341	336	\$ (3)	37%	43%	-17
MASON RICE	13	\$	87	114	12	\$	71	125	13	\$	150	140	494	476	\$ (79)	25%	29%	-15
MEMORIAL SPAULDING	13	\$	128	140	12	\$	92	133	13	\$	123	140	455	432	\$ (31)	29%	32%	-7
PIERCE	13	\$	63	64	12	\$	73	67	13	\$	81	79	313	306	\$ (8)	21%	26%	-12
UNDERWOOD	13	\$	83	98	12	\$	32	102	13	\$	105	121	328	342	\$ (73)	31%	35%	-19
WARD	13	\$	104	76	12	\$	81	91	13	\$	125	94	304	306	\$ (44)	30%	31%	-3
WILLIAMS	13	\$	64	86	12	\$	80	77	13	\$	70	86	291	294	\$ 10	26%	29%	-9
ZERVAS	13	\$	56	65	12	\$	60	82	13	\$	75	80	307	309	\$ (15)	27%	26%	2
TOTAL		\$	1,174	1595		\$1	,117	1671		\$	1,441	1836	5800	5832	\$ (324)	29%	31%	-165
NORTH	17	\$	715	612	16	\$	940	577	16	\$	654	545	2097	2059	\$ 286	28%	26%	32
SOUTH	17	\$	743	607	16	\$	979	528	16	\$	742	569	1832	1804	\$ 237	29%	32%	-41
BROWN	17	\$	443	262	17	\$	459	240	16	\$	443	261	778	738	\$ 16	31%	35%	-21
BIGELOW	17	\$	702	188	17	\$	478	196	16	\$	331	196	510	505	\$ 147	38%	39%	0
DAY	17	\$	494	382	17	\$	841	324	16	\$	701	381	928	987	\$ 140	35%	39%	-57
OAK HILL	17	\$	488	246	17	\$	540	219	16	\$	494	233	604	632	\$ 46	36%	37%	-14
TOTAL		\$	3,585	2297		\$4	,237	2084		\$	3,365	2185	6749	6725	\$ 872	33%	35%	-101
ALL SCHOOLS TOTALS		\$	4,759	3892		5	354	3755		4	1806	4021	12549	12557	\$ 548	30%	32%	-266
								Vs Budget		Vs	Prior		-8					
COMPARISON MEALS						-137			-266									
COMPARISO	COMPARISON ALA CARTE \$595.00 \$548.00																	
ELEMENTARY	13 Operating Days																	
MIDDLE SCHOOLS						16	Full (Op Days, '	1 early E	arly	Releas	se Day wi	th lunch					
HIGH SCHOOLS	16 Full Operating Days, 1 Early Release Day with no lunch, breakfast only																	

Custodial Overtime:

Custodial Overtime Summary Report									
Category	FY 16 Monthly hours 12/1/15 - 1/1/16	FY 16 YTD Cumulative hours 7/1/15 - 1/1/16	FY16 YTD Total Overtime Expense						
Cleaning/Miscellaneous Man Out	460	3113	\$ 115,463						
Other	126	1210	\$ 47,885						
Package	89	306							
School Committee	0	13	•						
School Events	369	3081	\$ 117,220						
USB Aftercare	0	282	\$ 9,833						
USB Athletics	143	599	\$ 21,290						
USB Community Education	269	1174	\$ 44,191						
USB Community Groups	355	2247	\$ 91,389						
USB Elections	0	257	\$ 9,950						
USB PTO/PTSA	55	243	\$ 9,033						
USB Recreation	287	1792	\$ 68,787						
TOTAL	2,152	14,313	\$ 546,700						

Use of School Buildings:

A total of 760 Use of School Buildings permits have been approved since July 1, 2015. The breakdown of permits by type is:

A= (School related or PTO)

B= (City youth groups, municipal, day care & Newton community groups)

C= (Other users including business users [Newton and non-Newton] and non-Newton community groups

Permit Category	FY 16 Total # of USB Permits Approved YTD 7-1-15 to 1-15-16		Y 16 Total Amount Invoiced -15 to 1-15-16	FY 16 Total Payments Received 7-1-15 to 1-15-16		FY 16 Total Amount Due from Permits Approved from 7-1-15 to 1-15-16		
Α	530	\$	16,344	\$	12,772	\$	3,572	
В	167	\$	237,559	\$	198,331	\$	39,228	
С	63	\$	301,393	\$	214,829	\$	86,565	
Total	760	\$	555,296	\$	425,932	\$	129,365	
Total Amount Due from B and C Permits Only						\$	125,793	

Thank you to Paul Anastasi, June McCarthy, Beverly Morong and David Stickney for their contribution to this report.

Whitsons New England Newton Public Schools August -November Actual vs Budget Presented to Client 1.7.15 August - November Year To Date Budget Variance Notes Revenue Type A Breakfast Sales S 8,027 \$7.187 \$ 840 Type A Lunch Sales \$ 425,911 \$477.352 \$ (51,441)A La Carte Sales \$ 250 790 \$229,537 \$ 21,253 Adult Sales S 13.924 \$15,016 \$ (1,092)Federal & State Reimbursement 197,526 S \$194,476 \$ 3,050 Catering Sales S 10,402 8,957 \$ 1,445 Vending Commissions S 1,312 4,240 \$ (2,928)06 cent Reimbursement S 10,328 11,030 \$ (702)Other Income/Rebate Revenue 0 \$ 3,483 Total Revenue \$ 921,703 \$947,795 (\$26,092) Cost of Goods Sold Food S 275.923 \$250,686 \$ 25,237 Milk S 22,381 \$26,603 Paper 8 22.379 \$28,134 \$ Cleaning \$ 2,980 \$3,799 Total Food & Supplies Usage 323,663 309,222 \$ 14,441 Whitsons Payroll and Benefits \$ 467,640 \$492,440 \$ (24,800) Client Payroll \$ 36,560 \$41.128 \$ (4,568)135K capped Expense Total Payroll 504,200 \$ \$533,568 \$ (29,368)Total Cost of Goods Sold 827,863 842,790 \$ (14,927) Gross Profit \$ 93,840 105,005 \$ (11,165) Operating Expenses Repairs 20,850 10,500 \$ \$ S 10.350 35K Capped Expense Smallwares \$ (19)4.000 \$ (4,019)S Reclassed Business Insurance \$ 4 395 4.395 \$ S Fixed as per contract Bond \$ 7.769 \$ 7,941 \$ (172)Amortization S 10,888 \$ 10,728 \$ 160 Uniforms \$ 8,142 \$ 10,250 \$ (2,108)Travel \$ 448 609 \$ (161)Mileage Expenses Cell Phone \$ 906 755 \$ 151 Solange, Patti, Pat Office Supplies \$ 2,238 1,800 \$ 438 Postage Expense \$ 107 150 \$ \$ (43)Includes Priority Mail Merchandising Materials \$ 958 3,072 \$ \$ (2.114)Includes Monthly Menu Printing Software Purchases \$ 12.858 12.500 \$ 358 POS Yearly Support Charge 5 Advertising Recruitment \$ 1.046 255 \$ 791 \$ Professional Services \$ 4.500 4.500 S 15000 Capped \$ Suscriptions/Dues 30 \$ S - \$ 30 Knife Sharpening S 931 \$ 681 \$ 250 Employee Background Checks \$ 216 \$ 1,225 \$ (1,009)Shipping \$ 59 Eduational Tools \$ 450 \$ (450)Seminar/Conference Fees \$ \$ 100 \$ (100)Sign/Equipment \$ 2,517 378 \$ \$ 2.139 State Commodity Charges \$ 1,336 \$ 2.426 S (1,090)Donated Foods Adm Charge \$ 2.554 3.640 \$ \$ (1.086)Drug Testing 74 \$ \$ \$ (74)STAR \$ 144 \$ 480 \$ (336)Décor \$ 150 Software License Fees \$ \$ 1,851 \$ (1.851)Salesforce/Software \$ 578 \$ 579 \$ (1) Software Licenses Management Fee \$ 56,657 \$ 56,536 \$ 121 206 CPM Total Operating Expenses \$ 140,108 140,025 \$ Total Cost of Operation 967,971 982.815 \$ (14.694)

(35,020) \$ (11,398)

Program Profit (Loss)

\$

(46, 268)