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MEMORANDUM

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

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	\$ 11,233
School Committee	0	13	\$ 427
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	FY 16 Total Amount Invoiced 7-1-15 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
A	530	\$ 16,344	\$ 12,772	\$ 3,572
B	167	\$ 237,559	\$ 198,331	\$ 39,228
C	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		Variance	Notes
	Year To Date	Budget		
Revenue				
Type A Breakfast Sales	\$ 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	\$ 13,924	\$15,016	\$ (1,092)	
Federal & State Reimbursement	\$ 197,526	\$194,476	\$ 3,050	
Catering Sales	\$ 10,402	\$ 8,957	\$ 1,445	
Vending Commissions	\$ 1,312	\$ 4,240	\$ (2,928)	
06 cent Reimbursement	\$ 10,328	\$ 11,030	\$ (702)	
Other Income/Rebate Revenue	\$ 3,483	0	\$ 3,483	
Total Revenue	\$ 921,703	\$947,795	(\$26,092)	
Cost of Goods Sold				
Food	\$ 275,923	\$250,686	\$ 25,237	
Milk	\$ 22,381	\$26,603	\$ (4,222)	
Paper	\$ 22,379	\$28,134	\$ (5,755)	
Cleaning	\$ 2,980	\$3,799	\$ (819)	
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	\$ 10,350	35K Capped Expense
Smallwares	\$ (19)	\$ 4,000	\$ (4,019)	Reclassified
Business Insurance	\$ 4,395	\$ 4,395	\$ -	Fixed as per contract
Bond	\$ 7,769	\$ 7,941	\$ (172)	
Amortization	\$ 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
Advertising Recruitment	\$ 1,046	\$ 255	\$ 791	
Professional Services	\$ 4,500	\$ 4,500	\$ -	15000 Capped
Suscriptions/Dues	\$ 30	\$ -	\$ 30	
Knife Sharpening	\$ 931	\$ 681	\$ 250	
Employee Background Checks	\$ 216	\$ 1,225	\$ (1,009)	
Shipping	\$ 59	\$ -	\$ 59	
Eduational Tools	\$ -	\$ 450	\$ (450)	
Seminar/Conference Fees	\$ -	\$ 100	\$ (100)	
Sign/Equipment	\$ 2,517	\$ 378	\$ 2,139	
State Commodity Charges	\$ 1,336	\$ 2,426	\$ (1,090)	
Donated Foods Adm Charge	\$ 2,554	\$ 3,640	\$ (1,086)	
Drug Testing	\$ -	\$ 74	\$ (74)	
STAR	\$ 144	\$ 480	\$ (336)	
Décor	\$ -	\$ 150	\$ (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	\$ 233	
Total Cost of Operation	\$ 967,971	\$ 982,815	\$ (14,694)	
Program Profit (Loss)	\$ (46,268)	\$ (35,020)	\$ (11,398)	