

Michael D. Cronin
Chief of Operations

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MEMORANDUM

TO: Sandra Guryan, Deputy Superintendent/Chief Administrative Officer

FROM: Michael Cronin, Chief of Operations

DATE: March 14, 2016

RE: Operations Status Report

Facilities Report:

The Operations Department is collecting the summer project list from the principals. This year's list will be abbreviated compared to prior years in order to allow for labor and funding to be directed to the relocation of the Newton Early Childhood Program (preschool) to the Aquinas site. The limited number of approved summer projects will still consist of painting, replacing floor tiles and general sprucing up. All principals will submit their summer project requests for review. Once all projects are reviewed, a comprehensive list will be developed based on priority.

Currently, the Operations Department is planning for various custodial trainings during the April break. These trainings will consist of sessions on floor stripping procedures emphasizing safety practices, no touch bathroom cleaning, and proper care and use of custodial equipment. Our custodians will be prepared to start summer cleaning as soon as school is out in June.

Food Service:

In the month of February 2016, lunch was served on 10 operating days in the elementary schools, 13 at the middle schools and 13 at high schools including one early release day. Reimbursable meal counts were lower by a combined 1% compared with meals sold a year ago (-62 meals per day district-wide). A la carte sales were down compared to a year ago (-\$84 per day). Overall, the program was negative for the month -\$21,764. The total shortfall for the year is \$41,566. Continued focus will be placed on selling more reimbursable meals while reducing the dependency of a la carte items.

Custodial Overtime:

| Custodial Overtime Summary Report | | | |
|--|--|---|--|
| Category | FY 15 Monthly hours 2/1/2016- 2/29/2016 | FY 16 YTD Cumulative hours 7/1/15 - 3/1/16 | FY16 YTD Total Overtime Expense |
| Cleaning/Miscellaneous Man Out | 397 | 4,023 | \$ 148,768 |
| Other | 236 | 1,585 | \$ 63,076 |
| Package | 26 | 366 | \$ 13,440 |
| School Committee | 4 | 21 | \$ 682 |
| School Events | 363 | 3,789 | \$ 144,508 |
| | | | |
| USB Aftercare | 14 | 299 | \$ 10,442 |
| USB Athletics | 114 | 843 | \$ 30,013 |
| USB Community Education | 298 | 1,774 | \$ 67,262 |
| USB Community Groups | 383 | 2,968 | \$ 122,221 |
| USB Elections | 0 | 257 | \$ 9,950 |
| USB PTO/PTSA | 82 | 376 | \$ 14,123 |
| USB Recreation | 424 | 2,802 | \$ 110,454 |
| TOTAL | 2,339 | 19,101 | \$ 734,939 |

Use of School Buildings - Bev

A total of **1,010** 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 3-4-16 | FY 16 Total Amount Invoiced 7-1-15 to 3-4-16 | FY 16 Total Payments Received 7-1-15 to 3-4-16 | FY 16 Total Amount Due from Permits Approved from 7-1-15 to 3-4-16 |
|---|---|---|---|---|
| A | 749 | \$ 38,634 | \$ 20,464 | \$ 18,170 |
| B | 191 | \$ 243,277 | \$ 216,517 | \$ 26,760 |
| C | 70 | \$ 331,770 | \$ 251,502 | \$ 80,268 |
| Total | 1,010 | \$ 613,681 | \$ 488,483 | \$ 125,198 |
| | | | | |
| Total Amount Due from B and C Permits Only | | | \$ 468,019 | \$ 107,028 |

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



Newton Public School District Monthly Dining Review

Sara Dufour
Food Service Director
Whitsons Culinary
Group
617-559-6319



Newton Public School –February,

Dining Services Monthly Report

Below is a summary of our accomplishments this month, as well as any open action items. Please feel free to call me at 617-559-6319 with any questions or concerns.



Support Visitation

Part of our services include on-site visitation from our top level management team. Below are the dedicated Whitsons personnel who came onsite last month to support our team and operations:

- John Prunier, District Manager – Weekly visits throughout the month to oversee the program, work with the management team, and attend a monthly meeting with Mike Cronin and John Ludwig
- John Gersbeck, Senior Vice President of School Nutrition; Ozzi, Senior Vice President; Kimberly Gunn, Director of Business Development – Rebid tour and preparation several days throughout the month of February
- John Gersbeck, Senior Vice President of School Nutrition – Designed and implemented the survey kiosk stations at NNHS, NSHS, and all four middle schools.



Accomplishments/Completed Projects

We are proud to announce that the following projects have been successfully completed or implemented:

- We have successfully launched the Traveling Healthy Harvest Program at Countryside on February 12, 25, and 26. As you can probably tell, we are very excited to bring this program to Newton Public Schools and we are confident that the benefits will be many in terms of helping children discover a world of wholesome, delicious food choices that will sustain them through a healthy, active life.
- We have a strong relationship with Simmons College Didactic Program in Dietetics and we currently have two energetic interns working to ensure quality customer satisfaction with our Traveling Healthy Harvest Program. They also bring excellent knowledge in the field of nutrition through their education and work experiences. We will continue the Traveling Healthy Harvest Program rotation throughout the month of March and April. Attached please find the letter that was sent home to the parents of students at Countryside, Cabot, Underwood, and Burr Elementary Schools. Also attached please find bios for both of our Simmons College Interns.
- We have successfully launched three survey kiosks stations at all secondary schools. An email was sent to all principals of the secondary schools asking



them to inform parents of this exciting new way to interact with the students and improve customer service: Here is the correspondence that was sent:

- o *Dear {SCHOOL NAME} Parents, In an effort to provide your child with the absolute best quality of service and menu options, we'd like to take a moment to give each and every Newton Public School student an opportunity to tell us what they think! Your child's opinion is a necessary part of the exceptional service we hope to provide each and every day. On {DATE} iPads will be located at the cafeteria serving areas where students can answer a short survey about the food service program. This will take no more than one minute of their time. This an anonymous survey, as we encourage complete honesty. The feedback we receive will help create new and exciting menu options as well as improve the overall dining experience for your child. We encourage your child to take the survey because each and every student's opinion matters to us!*



Nutrition Awareness & Marketing Promotions

Our ongoing goal is to ensure the most nutritious program for your students through our menus and education/awareness programs. Whitsons likes to keep our menus exciting with quarterly and monthly promotions. Highlights and promotions that were featured last month included:

- Chef Patrick Paydos and Chef Maria Mastroianni from Newton North and South High school are always coming up with creative ideas to promote school lunch to entice the students. Patrick created a delicious meal this month: Teriyaki Chicken Tacos, with Pico de Gallo, lettuce and sour cream.
- On February 5th all secondary schools hosted a Wings of Fire event in honor of Super Bowl Sunday. They served a variety of spicy hot wings with dipping sauce.
- On February 10th Angier Elementary School hosted a little Italy Event with Chef Ryan Hurley. The menu consisted of chicken broccoli alfredo, cheesy garlic bread, honey chili carrots and strawberry shortcake! DELICIOUS!
- On February 29th Chef Ryan Hurley rolled out a delicious Nutrition Safari event at Lincoln Elliot Elementary School, featuring Honey Chilli Carrots with a Cream Greek Yogurt Glaze. Murray the Monkey paid a visit to much of the student's amazement and shared his simple message to "Eat the rainbow and always eat your fruits and vegetables!"

Whitsons likes to keep our menus exciting with quarterly and monthly promotions. The promotions that were featured last month included:





- Our SPICE promo, Little Italy, was a success. Students really warmed up to a menu full of their Italian Favorites throughout the month. We look forward to launching Latin Fiesta, which is our next SPICE promo and will feature delicious options including:
 - Mexican shredded chicken burritos with rice, beans, shredded cheddar and sour cream
 - Fajita Chicken over Spanish Rice
 - Brazilian Barbecue Chicken
 - Chicken & Cheddar Enchilada
 - Cuban Sandwich
- The Activity of the Month was snowboarding. We always encourage healthy eating but our Activity of the Month posters and flyers are designed to help generate excitement around keeping active as well.
- The Produce of the Month was carrot. We made sure to offer carrots each week, through fun and exciting new menu options. We used graphical posters and detailed flyers to help promote the taste and health benefits of eating fresh carrots.

Personnel Changes

As per our agreement, we would like to notify you of the following changes in personnel:

- We are currently looking to hire for the following positions:
- Food Service Worker at Day
- Food Service Worker at South
- Food Service Lead at Bigelow
- Food Service Worker for Horace Mann

Open Action Items

The following items are ongoing projects. We have provided the status of each project, and indicated where any additional district assistance is needed, where applicable:

- We plan to begin an outdoor grilling station at Newton North High School. We are currently working with the custodians to hook up the ice machine. We will need budget approval to purchase a propane tank cage. We also need permits for this plan.
- Newton South Plans to begin a sushi station once a week. Chef Ryan Hurley will be providing training on March 23rd.
- We plan to host another ServSafe preparation and exam in May for all new hires and staff that need ServSafe recertification.



- We will be celebrating Nation School Break Week from March 2nd – 6th. We plan to host a waffle/pancake bar at Lincoln Elliot and a smoothie tasting event at Day Middle School
- Newton North plans to host a Latin Fiesta Event with Chef Ryan Hurley on March 9th.
- Chef Ryan Hurley will also be cooking up a traditional Irish meal on March 16th at Day Middle School.

CARROT & PINEAPPLE smoothie



In The News

Whitsons is on the cutting edge with our fresh ideas and innovative way of thinking. Here are some articles that show the latest trends in the industry, new regulations and policy changes:

- Whitsons is always coming up with tasty, yet healthy meal ideas to share with our Facebook followers, such as a Carrot and Pineapple Smoothie.

Thank you for your continued support and partnership. It is our pleasure to serve your district and community.



Dear Parent:

As your school dining services provider, we are aware of the importance of promoting healthy eating habits from a young age. With this in mind, we are pleased to introduce the Traveling Harvest Bar Program! This is a unique program developed by Whitsons in order to increase the fresh options during lunch at your student's school.

Our goal is multi-fold:

- To promote healthy eating habits
- To introduce your child to new and exciting healthy choices
- To make eating a fun and rewarding experience

Here's how the Healthy Harvest Bar will work. Every Thursday and Friday from February 11st – April 14th, the Harvest Bar will rotate to a different elementary school and be set up in the cafeteria during meal service. Students who purchase lunch will have the option of choosing any amount of fruits or vegetables to accompany their meals. If you would like to pack your students lunch but have them eat from the Harvest Bar, the price will be \$2.50. We will be offering:

- Fresh melons, pineapples, strawberries, blueberries, grapes, tossed garden salad, carrots sticks, cherry tomatoes hummus, celery sticks, tangerines, and a variety of other assorted fresh produce.

As you can probably tell, we are very excited to bring the Traveling Harvest Bar Program to your school and are confident that the benefits will be many in terms of helping children discover a world of wholesome, delicious food choices that will sustain them through a healthy, active life. If you would like to learn more about Whitsons or if you have any questions about our Elementary Harvest Bar Program, please feel free to send an email the food service office.

Healthy Harvest Bar Location:

February 12 – Countyside
February 25 – Countyside
February 26 – Countyside
March 3 - Cabot
March 4 – Cabot
March 10 – Cabot
March 11 - Cabot
March 17 - Underwood

March 18 – Underwood
March 24 – Underwood
March 31 – Underwood
April 1 - Burr
April 7 - Burr
April 8 – Burr
April 14 - Burr

Sincerely,

Sara Dufour, RD
Food Service Director – Newton Public Schools
Whitsons Culinary Group
Greeleys@whitsons.com



TRAVELING HARVEST BAR PROGRAM

On **(DATE)** **(ELEMENTARY SCHOOL NAME)** will have a visit from the Healthy Harvest Bar as part of the Lunch Program.

Salads, Fresh Cut Fruits & Fresh Vegetables will be included with each meal purchase on the Healthy Harvest Bar for the entire Week!!!



Please join Whitsons in helping to ensure each child gets a well-balanced nutritious meal to help boost student performance in the classroom!!!



TRAVELING HARVEST BAR PROGRAM

We are pleased to announce to wonderful Simmons College Didactic Program In Dietetics Interns for the Traveling Harvest Bar Program. Alyssa Ravech and Betsy Luchars will be working with the Whitsons Food Service Program to help serve and educate the Newton Public School students on the importance of nutrition and increasing fruit and vegetable consumption.

ALYSSA RAVEC

Currently a dietetics student at Simmons College, Alyssa received her Bachelor's in Political Science from the University of Vermont in 2014 and is interested in the combination of political science with nutrition in the form of food policies and regulations. Alyssa also works as a diet technician at the Spaulding Rehabilitation Hospital in Boston and volunteers with the American Red Cross Food Pantry. She looks forward to engaging with students and learning about the workings of K-12 food systems during her time with Whitsons.

BETSY LUCHARS

Currently a graduate student in Nutrition at Simmons College, Betsy has had extensive work experience in the fields of health care and international business. After graduating with a degree in Economics and Modern Languages, Betsy moved overseas to work for a French company in marketing and sales. After having a child with a peanut allergy, she switched gears to work for the Asthma and Allergy Foundation of America as a membership coordinator and a member of the scholarship board. She has continued to be an advocate for those with food allergies while promoting a whole foods diet. Betsy is a member of the Academy of Nutrition and Dietetics, the Massachusetts Dietetics Association (MDA) and Massachusetts Student Dietetic Association (MSDA). She is Servsafe and HACCP certified and has taught nutrition at the Head Start Program in Allston. She is very excited to be working at the Newton Public Schools in foodservice!

