

# Food and Nutrition

## Program Overview

The Food and Nutrition Department manages all aspects of the school food and nutrition program and the Food Service Fund. The Department's primary purpose is to support the educational process and community through the provision of convenient, economical, and healthy meals for students. This is achieved through the operation of the following federal and state funded Child Nutrition Programs:

- National School Lunch Program – In FY 2015, 3,385,988 lunches were served to HCPS students, an increase of 4,347 over the previous year. The increase was despite a drop in enrollment. Every year the menu is audited under state and federal nutritional guidelines and found to be in concordance with such. HCPS continues to be among the lowest priced school meals in the State of Maryland, reflecting sound financial management and excellent cost controls.
- School Breakfast Program – Breakfast is offered in every school, every day. In FY 2015, 1,480,007 breakfasts were served, an increase of 137,924 over the previous year. The increase was primarily due to an increase in classroom breakfast sites and innovative ideas of staff to build participation.
- After School Snack Program – Offered in conjunction with education programs in selected sites, this program serves approximately 700 nutritional snacks per day in support of these programs.
- Maryland Meals for Achievement Program – Supported by State funds, this program provides free breakfast, served in the classroom at twelve schools, nine elementary and three middle schools. Over 5,800 students receive this meal daily, but the program is limited by available funding. By beginning the day with a healthy breakfast, the program has effectively reduced school nurse visits and improved attendance and student achievement.
- USDA Commodity Food Program – Provided 14% of food expenditures for FY 2015, including fresh cut apples, raisins and many other items.
- Summer Food Service Program – Operates in conjunction with education programs and community supported programs over the summer, serving over 1,000 meals per day.
- Free and Reduced Meal Application (FARMA) Program – Program is monitored by the USDA as part of the National School Lunch Program. Meal benefit applications are reviewed and benefits determined by the Food & Nutrition Department. This data provides great value to HCPS as it is used to determine funding levels and allocations in certain programs.

## ACCOMPLISHMENTS – FY 2015

- Program operated at a level above the breakeven mark and invested over \$240,000 into new and replacement equipment to keep kitchens operating effectively and efficiently.
- Two staff members recognized as Maryland and Mid-East Manager of the Year and as Maryland Employee of the Year.
- Launched first Summer Meal Kickoff Fair in cooperation with the local Boys & Girls Clubs and many other local partners.

## GOALS – FY 2017

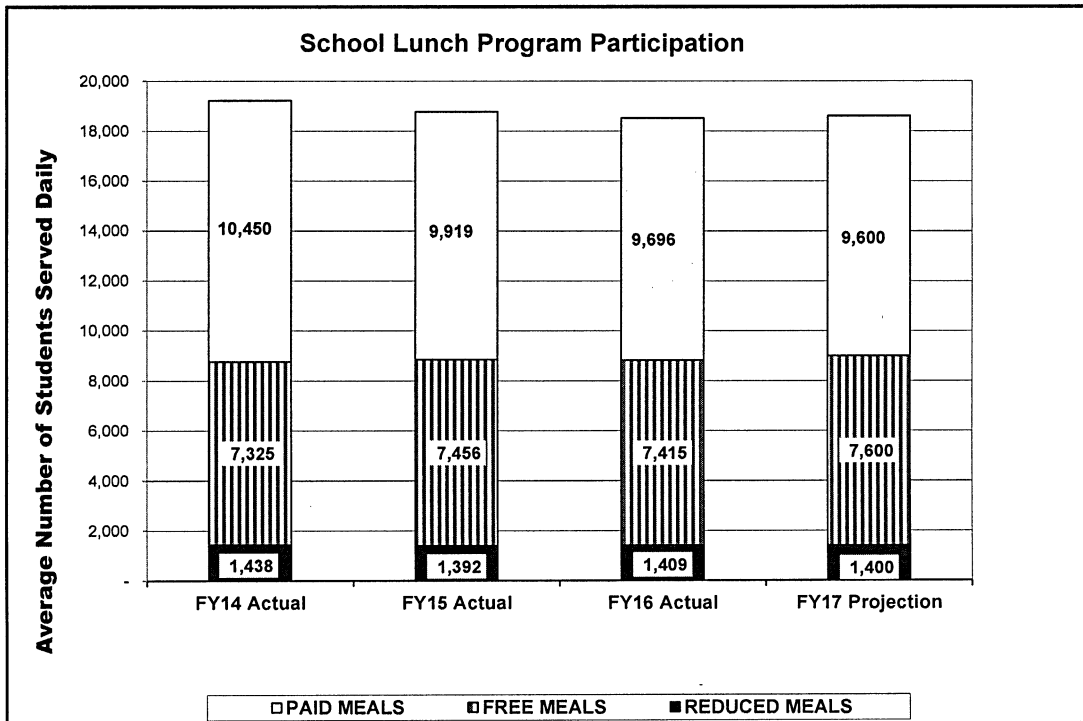
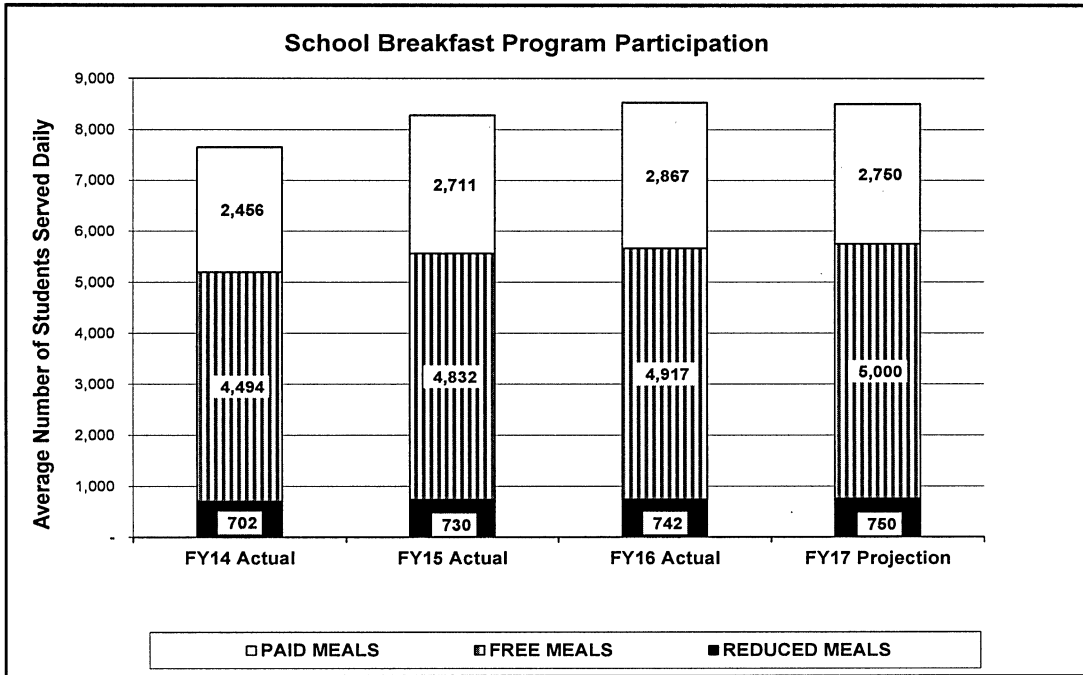
- Through sound financial management, continue to work on a breakeven status. (Board Goal 4)
- Recognize individuals for their outstanding work and dedication through nominations for the Louise Sublette and the Rhonda Motley awards. (Board Goal 3)
- Distinguish program as a resource of nutrition information and an asset to HCPS by increasing the presence in schools through nutrition outreach and meal participation. (Board Goal 2)

## OBJECTIVES – FY 2017

- Continue to develop meal sales, increasing breakfast by 5% to 1,554,007, and maintain lunch sales at the current level despite another drop in enrollment.
- Further develop initiatives to provide more information about menu and food ingredients more readily accessible for parents and students. Market the Nutrislice program.
- Increase SNA certification of staff to 80% of managers, 50% of kitchen assistants.

# Food and Nutrition

During FY 2016, the Food and Nutrition Program projects to sell 28,000 meals each school day or more than 5 million meals over the school year. The average number of students served breakfast and lunch daily is provided in the following charts:

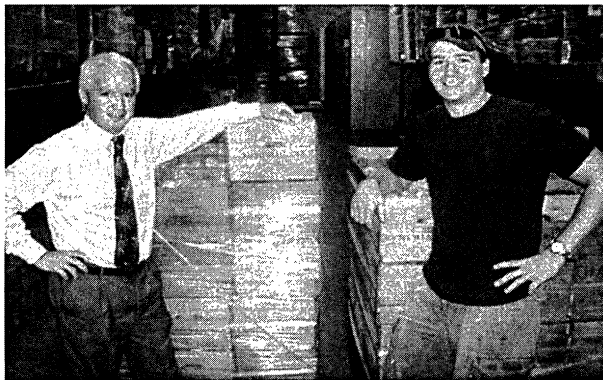


# Food and Nutrition



## Harford County Public Schools Food and Nutrition Positions

POSITION	Budget FY2014	Budget FY2015	Budget FY2016	FY16-17 Change	Budget FY2017
Food Service Worker	230	230	230	0	230
FS Warehouse & Mechanics	7	7	7	0	7
Managers	15	15	15	0	15
Supervisor	1	1	1	0	1
Assistant Supervisor	2	2	2	0	2
Specialist	3	3	3	0	3
Account Clerk	3.5	3.5	3.5	0	3.5
Clerical	1	1	1	0	1
Dietician	1	1	1	0	1
<b>Total Food and Nutrition Budgeted Positions</b>	<b>263.5</b>	<b>263.5</b>	<b>263.5</b>	<b>0</b>	<b>263.5</b>



# Food and Nutrition

The following tables detail the actual revenue from FY 2014 to FY 2016 and the budgeted revenue for FY 2016 and FY 2017.

<b>Harford County Public Schools</b>										
<b>Food and Nutrition Revenue</b>										
	Actual FY14		Actual FY15		Actual FY16		Budget FY16		Budget FY17	
<b>Student Payments</b>	\$ 6,928,478	44.3%	\$ 7,103,038	43.9%	\$ 7,141,875	42.3%	\$ 7,115,734	43.3%	\$ 7,129,965	42.2%
<b>State Sources:</b>										
Reimbursement Lunches	149,153	1.0%	148,115	0.9%	148,973	0.9%	157,020	1.0%	158,590	0.9%
Reimbursement Breakfast	-	0.0%	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Other Revenue	240,196	1.5%	266,401	1.6%	298,506	1.8%	290,000	1.8%	298,700	1.8%
<b>Total State Revenue</b>	<b>\$ 389,349</b>	<b>2.5%</b>	<b>\$ 414,516</b>	<b>2.6%</b>	<b>\$ 447,479</b>	<b>2.6%</b>	<b>\$ 447,020</b>	<b>2.7%</b>	<b>\$ 457,290</b>	<b>2.7%</b>
<b>Federal Sources:</b>										
Reimbursement - Lunch	625,295	4.0%	611,089	3.8%	604,092	3.6%	740,000	4.5%	743,700	4.4%
Reimbursement - Fresh Fruit & Veg.	23,800	0.2%	24,999	0.2%	25,838	0.2%	25,000	0.2%	30,000	0.2%
Reimbursement - F/R Lunches & Snacks	4,583,205	29.3%	4,788,314	29.6%	5,072,685	30.0%	5,100,000	31.0%	5,197,920	30.8%
Reimbursement - Breakfast	1,778,467	11.4%	1,988,472	12.3%	1,858,255	11.0%	1,850,000	11.3%	1,924,000	11.4%
Commodities	954,718	6.1%	948,268	5.9%	1,188,268	7.0%	950,000	5.8%	975,000	5.8%
Child and Adult Care Food Program	-	0.0%	930	0.0%	216,680	1.3%	-	0.0%	-	0.0%
Other Revenue	181,639	1.2%	146,140	0.9%	198,892	1.2%	201,403	1.2%	304,971	1.8%
<b>Total Federal Revenue</b>	<b>\$ 8,147,124</b>	<b>52.0%</b>	<b>\$ 8,508,212</b>	<b>52.6%</b>	<b>\$ 9,164,711</b>	<b>54.2%</b>	<b>\$ 8,866,403</b>	<b>54.0%</b>	<b>\$ 9,175,591</b>	<b>54.3%</b>
Other Revenue	\$ 189,108	1.2%	\$ 153,356	0.9%	\$ 141,334	0.8%	\$ -	0.0%	\$ 123,863	0.7%
Interest Income	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Appropriated Fund Balance	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
<b>Total Food Service Revenue</b>	<b>\$15,654,059</b>	<b>100%</b>	<b>\$16,179,122</b>	<b>100%</b>	<b>\$16,895,399</b>	<b>100%</b>	<b>\$16,429,157</b>	<b>100%</b>	<b>\$16,886,709</b>	<b>100%</b>

<b>Harford County Public Schools</b>					
<b>Food and Nutrition Fund Statement</b>					
	Actual FY13	Actual FY14	Actual FY15	Actual FY16	Budget FY16
<b>Revenues:</b>					
Student Payments	\$ 7,253,840	\$ 6,928,478	\$ 7,103,038	\$ 7,141,875	\$ 7,115,734
Total State Revenue	\$ 343,782	\$ 389,349	\$ 414,516	\$ 447,479	\$ 447,020
Total Federal	\$ 7,673,359	\$ 8,147,123	\$ 8,508,212	\$ 9,164,711	\$ 8,866,403
Total Other: Local or Miscellaneous	\$ 87,328	\$ 189,108	\$ 153,356.00	\$ 141,334	\$ -
Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -
Designated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Receipts</b>	<b>\$ 15,358,309</b>	<b>\$ 15,654,058</b>	<b>\$ 16,179,122</b>	<b>\$ 16,895,399</b>	<b>\$ 16,429,157</b>
<b>Expenditures</b>	<b>\$ 15,413,941</b>	<b>\$ 15,426,454</b>	<b>\$ 15,964,573</b>	<b>\$ 16,761,750</b>	<b>\$ 15,778,740</b>
Excess/deficit revenues over Expenditures	\$ (55,632)	\$ 227,604	\$ 214,549	\$ 133,649	\$ 650,417
<b>Beginning Fund Balance</b>	<b>\$ 2,707,489</b>	<b>\$ 2,602,262</b>	<b>\$ 2,785,041</b>	<b>\$ 2,961,999</b>	<b>\$ 2,961,999</b>
Increase (decrease) in reserve for inventory	\$ (49,595)	\$ (44,825)	\$ (37,591)	\$ (73,722)	\$ -
Designated Fund Balance from prior FY	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Fund Balance</b>	<b>\$ 2,602,262</b>	<b>\$ 2,785,041</b>	<b>\$ 2,961,999</b>	<b>\$ 3,021,926</b>	<b>\$ -</b>
Reserve for inventory - end of year	\$ (187,033)	\$ (142,208)	\$ (104,617)	\$ (30,895)	\$ -
Designated Fund Balance for next FY	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Fund Balance</b>	<b>\$ 2,415,229</b>	<b>\$ 2,642,833</b>	<b>\$ 2,857,382</b>	<b>\$ 2,991,031</b>	<b>\$ -</b>
<b>Notes:</b>					
Figures are reported on a Non-GAAP basis and have been rounded. Commodities are treated as inventory.					
Year-end adjustments are made based on the results of the physical inventory.					
The Board does not adopt the Food and Nutrition budget. The budget is developed as a management tool.					

# Food and Nutrition

Federal guidelines allow school systems operating the Child Nutrition Programs to maintain a Food Service fund balance up to 3 months operating expenses. This would be equivalent to approximately \$4.5 million. The fund balance as of June 30, 2015 was \$2,857,382. A plan designating these funds for specific reinvestment projects has been developed to ensure the long term success of the Food and Nutrition Program. Past use of this reinvestment strategy has been an important component of the positive fiscal performance of the program. The Food and Nutrition Department utilized fund balance for the on-going Plan for Asset Replacement (PAR) and system improvements. Major improvement projects include upgrading of technology equipment and ongoing PAR. Each year the PAR is reassessed as resources become available.

## **Projected Asset Improvement and Replacement Plan**

Technology Upgrades	\$ 40,000
Planned Asset Replacement (3 years ongoing)	\$150,000

## **Project Improvements**

**Technology Upgrades** – Computers are in need of a refresh every 4 – 5 years. This is designed to keep the cost of upgrading computers lower over the long-term and make the system more reliable.

**Planned Asset Replacement (PAR)** – The planned asset replacement project will allow for the planned replacement of equipment that is no longer functional or has exhausted its useful life. The plan will also allow for improved storage, cooking, and holding of food, resulting in improved quality for students and improved work environment for employees. This replacement of equipment is ongoing and is to be considered part of the normal budget.



## Food and Nutrition

BY OBJECT CODE	FY14 Actual	F15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
Salaries	\$5,221,894	\$5,245,747	\$5,412,033	\$5,684,982	\$156,673	\$5,841,655
Contracted Services	\$305,479	\$346,275	\$385,809	\$335,761	\$5,703	\$341,464
Supplies	\$7,636,546	\$7,985,845	\$8,173,934	\$7,651,968	\$147,054	\$7,799,022
Other Charges	\$2,069,413	\$2,118,918	\$2,546,126	\$2,913,898	(\$189,438)	\$2,724,460
Equipment	\$193,120	\$267,788	\$243,848	\$175,000	\$5,108	\$180,108
<b>TOTAL</b>	<b>\$15,426,452</b>	<b>\$15,964,573</b>	<b>\$16,761,750</b>	<b>\$16,761,609</b>	<b>\$125,100</b>	<b>\$16,886,709</b>

BY STATE CATEGORY	FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
<b>FOOD PREPARATION &amp; DISPENSING SERVICES</b>						
<b>1</b> MAINTENANCE/MECHANICS/TECHS						
51XX 51120	\$340,582	\$340,581	\$341,992	\$352,000	\$10,000	\$362,000
<b>2</b> FOOD SERVICE/CAFETERIA						
51XX 51135	\$3,848,515	\$3,813,931	\$3,984,197	\$4,293,000	\$111,166	\$4,404,166
<b>3</b> FOOD SERVICE SUBSTITUTES						
51XX 51136	\$288,829	\$338,049	\$340,042	\$271,132	\$2,711	\$273,843
<b>4</b> FOOD SERVICE - SPECIAL EVENTS						
51XX 51137	\$4,365	\$4,253	\$2,088	\$5,500	\$0	\$5,500
<b>5</b> OTHER SALARIES						
51XX 51170	\$1,273	\$9,766	\$4,666	\$1,500	\$0	\$1,500
<b>6</b> REPAIRS-EQUIPMENT						
51XX 52315	\$0	\$655	\$4,903	\$0	\$0	\$0
<b>7</b> REFUSE DISPOSAL						
51XX 52385	\$87,389	\$86,040	\$86,031	\$100,000	(\$10,000)	\$90,000
<b>8</b> COMMODITY DISTRIBUTION						
51XX 52435	\$528	\$2,771	\$299	\$1,500	\$0	\$1,500
<b>9</b> REPAIRS/MAINTENANCE-VEHICLES						
51XX 53325	\$31,054	\$26,308	\$25,706	\$25,000	\$2,000	\$27,000
<b>10</b> CLEANING						
51XX 53430	\$34,867	\$38,868	\$43,705	\$35,000	\$0	\$35,000
<b>11</b> USDA COMMODITIES						
51XX 53435	\$999,543	\$985,859	\$1,261,990	\$950,000	\$25,000	\$975,000
<b>12</b> OFFICE						
51XX 53440	\$20,469	\$20,768	\$16,020	\$1,500	\$0	\$1,500
<b>13</b> UNIFORMS-STAFF						
51XX 53535	\$18,358	\$22,339	\$22,784	\$28,000	(\$3,000)	\$25,000
<b>14</b> HARDWARE						
51XX 53545	\$31,447	\$16,900	\$27,915	\$25,619	(\$3,619)	\$22,000
<b>15</b> DETERGENTS						
51XX 53550	\$4,804	\$1,408	\$38,275	\$24,000	\$0	\$24,000

BY STATE CATEGORY			FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
<b>16</b>	<b>MEDICAL</b>							
51XX	53585	\$302	\$432	\$0	\$0	\$0	\$0	
<b>17</b>	<b>MEDICAL</b>							
51XX	53585	\$0	\$0	\$540	\$0	\$0	\$0	
<b>18</b>	<b>BREAD</b>							
51XX	53590	\$138,614	\$155,930	\$181,229	\$103,020	\$1,030	\$104,050	
<b>19</b>	<b>CANNED, DRY &amp; FROZEN FOODS</b>							
51XX	53595	\$3,791,166	\$4,134,571	\$3,965,824	\$3,970,000	\$99,250	\$4,069,250	
<b>20</b>	<b>ICE CREAM</b>							
51XX	53600	\$92,397	\$104,351	\$95,001	\$107,111	\$3,213	\$110,324	
<b>21</b>	<b>MILK</b>							
51XX	53615	\$1,066,881	\$1,040,150	\$940,045	\$1,030,000	\$10,300	\$1,040,300	
<b>22</b>	<b>CHIPS, PRETZELS, CAKES</b>							
51XX	53620	\$572,771	\$535,931	\$623,758	\$508,492	\$2,542	\$511,034	
<b>23</b>	<b>PRODUCE</b>							
51XX	53625	\$497,844	\$521,241	\$572,705	\$532,276	\$5,323	\$537,599	
<b>24</b>	<b>FOOD SERVICE PAPER PRODUCTS</b>							
51XX	53630	\$162,728	\$165,911	\$172,679	\$146,450	\$1,465	\$147,915	
<b>25</b>	<b>FOOD SERVICE REPAIR PARTS</b>							
51XX	53635	\$150,864	\$192,775	\$163,816	\$140,000	\$1,550	\$141,550	
<b>26</b>	<b>OTHER</b>							
51XX	54170	\$105	\$0	\$0	\$0	\$0	\$0	
<b>27</b>	<b>TRAINING</b>							
51XX	54580	\$0	\$0	\$0	\$0	\$25,000	\$25,000	
<b>28</b>	<b>RETIREMENT</b>							
51XX	54665	\$293,628	\$291,129	\$259,675	\$310,000	(\$38,051)	\$271,949	
<b>29</b>	<b>SOCIAL SECURITY</b>							
51XX	54675	\$342,975	\$344,754	\$357,484	\$360,000	\$3,600	\$363,600	
<b>30</b>	<b>WORKER'S COMPENSATION</b>							
51XX	54685	\$146,442	\$151,080	\$152,897	\$150,000	\$11,250	\$161,250	
<b>31</b>	<b>HEALTH INSURANCE</b>							
51XX	54690	\$1,005,505	\$1,054,618	\$1,467,702	\$1,756,730	(\$195,480)	\$1,561,250	
<b>32</b>	<b>DENTAL INSURANCE</b>							
51XX	54695	\$63,684	\$64,436	\$84,327	\$101,296	(\$9,896)	\$91,400	
<b>33</b>	<b>LIFE INSURANCE</b>							
51XX	54700	\$4,193	\$4,590	\$6,201	\$6,844	(\$1,779)	\$5,065	
<b>34</b>	<b>TRAVEL, PROFESSIONAL</b>							
51XX	54720	\$14,802	\$12,616	\$12,310	\$10,000	\$2,500	\$12,500	
<b>35</b>	<b>PROFESSIONAL DUES</b>							
51XX	54730	\$1,889	\$2,374	\$3,587	\$2,500	\$2,500	\$5,000	
<b>36</b>	<b>INSTITUTES, CONFERENCES, MTGS</b>							
51XX	54750	\$7,511	\$12,067	\$6,294	\$10,000	\$2,500	\$12,500	



BY STATE CATEGORY			FY14 Actual	FY15 Actual	FY16 Actual	FY16 Budget	16-17 Change	FY17 Budget
<b>37</b>	<b>OTHER EQUIPMENT</b>							
	51XX	55170	\$149,528	\$246,438	\$204,766	\$150,000	\$108	\$150,108
<b>TOTAL FOOD PREPARATION &amp; DISPENSING SERVICES</b>			<b>\$14,215,852</b>	<b>\$14,743,890</b>	<b>\$15,471,453</b>	<b>\$15,508,470</b>	<b>\$61,183</b>	<b>\$15,569,653</b>
<b><i>SERVICE AREA DIRECTION</i></b>								
<b>38</b>	<b>PROFESSIONAL</b>							
	5001	51100	\$301,176	\$301,176	\$309,927	\$310,000	\$10,319	\$320,319
<b>39</b>	<b>CLERICAL</b>							
	5001	51110	\$143,665	\$142,632	\$134,360	\$148,000	\$14,562	\$162,562
<b>40</b>	<b>MAINTENANCE/MECHANICS/TECHS</b>							
	5001	51120	\$292,277	\$292,277	\$291,599	\$303,850	\$7,915	\$311,765
<b>41</b>	<b>MAINT./MECH./TECH. SUBSTITUTES</b>							
	5001	51121	\$1,212	\$3,082	\$3,152	\$0	\$0	\$0
<b>42</b>	<b>CLERICAL OVERTIME</b>							
	5001	51150	\$0	\$0	\$10	\$0	\$0	\$0
<b>43</b>	<b>OTHER CONTRACTED SERVICES</b>							
	5001	52170	\$152,477	\$190,481	\$211,409	\$164,261	\$14,203	\$178,464
<b>44</b>	<b>AUDITING</b>							
	5001	52185	\$8,528	\$8,784	\$0	\$9,000	\$0	\$9,000
<b>45</b>	<b>BIDS/ADVERTISING</b>							
	5001	52210	\$0	\$0	\$0	\$0	\$1,500	\$1,500
<b>46</b>	<b>MACHINE RENTAL-POSTAL &amp; OTHER</b>							
	5001	52370	\$1,252	\$1,792	\$21,905	\$5,000	\$0	\$5,000
<b>47</b>	<b>SOFTWARE MAINTENANCE</b>							
	5001	52380	\$55,305	\$55,752	\$61,262	\$56,000	\$0	\$56,000
<b>48</b>	<b>OFFICE</b>							
	5001	53440	\$1,749	\$5,033	\$2,782	\$5,500	\$0	\$5,500
<b>49</b>	<b>PRINTING</b>							
	5001	53445	\$948	\$0	\$0	\$7,000	\$0	\$7,000
<b>50</b>	<b>POSTAGE/COURIER SERVICE</b>							
	5001	53450	\$15,117	\$14,012	\$13,066	\$10,000	\$2,000	\$12,000
<b>51</b>	<b>BULLETINS, GUIDES, ETC.</b>							
	5001	53476	\$4,623	\$3,058	\$6,094	\$3,000	\$0	\$3,000
<b>52</b>	<b>MEDICAL</b>							
	5001	53585	\$0	\$0	\$0	\$0	\$0	\$0
<b>53</b>	<b>SOCIAL SECURITY</b>							
	5001	54675	\$56,420	\$56,546	\$56,537	\$59,740	\$1,050	\$60,790
<b>54</b>	<b>HEALTH INSURANCE</b>							
	5001	54690	\$122,500	\$114,637	\$129,126	\$135,000	\$6,750	\$141,750
<b>55</b>	<b>DENTAL INSURANCE</b>							
	5001	54695	\$7,866	\$7,350	\$8,017	\$8,692	\$522	\$9,214
<b>56</b>	<b>LIFE INSURANCE</b>							
	5001	54700	\$1,477	\$1,537	\$1,519	\$1,596	\$96	\$1,692

<b>BY STATE CATEGORY</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY16 Budget</b>	<b>16-17 Change</b>	<b>FY17 Budget</b>
<b>57 TRAVEL, PROFESSIONAL</b>						
5001 54720	\$197	\$0	\$0	\$750	\$0	\$750
<b>58 TRAVEL, TECHNICAL/SUPPORT STAFF</b>						
5001 54725	\$0	\$0	\$0	\$750	\$0	\$750
<b>59 INSTITUTES, CONFERENCES, MTGS</b>						
5001 54750	\$219	\$1,184	\$450	\$0	\$0	\$0
<b>60 OTHER EQUIPMENT</b>						
5001 55170	\$0	\$0	\$374	\$0	\$0	\$0
<b>61 COMPUTERS/BUSINESS EQUIPMENT</b>						
5001 55805	\$43,592	\$21,350	\$38,708	\$25,000	\$5,000	\$30,000
<b>TOTAL SERVICE AREA DIRECTION</b>	<b>\$1,210,600</b>	<b>\$1,220,683</b>	<b>\$1,290,297</b>	<b>\$1,253,139</b>	<b>\$63,917</b>	<b>\$1,317,056</b>
<b>GRAND TOTAL</b>	<b>\$15,426,452</b>	<b>\$15,964,573</b>	<b>\$16,761,750</b>	<b>\$16,761,609</b>	<b>\$125,100</b>	<b>\$16,886,709</b>