

Food and Nutrition

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 federally funded Child Nutrition Programs: National School Lunch Program, School Breakfast Program, After School Snack Program, Maryland Meals for Achievement Program, Donated Commodity Food Program, and Summer Food Service Program.

ACCOMPLISHMENTS – FY 2009/2010

- Achieved the District of Excellence recognition from the national School Nutrition Association (one of only 30 currently recognized in the country, the recognition remains for three years). Board Goal #4
- Increased the Farm-to-School local purchasing program of fresh fruits and vegetables involving several local farmers with plans to increase purchases every year.
- Added one staff member to the list of School Nutrition Specialists (SNS), a national recognition of expertise and professionalism in the school food service industry. HCPS now has six credentialed SNS out of the 1100 nationwide. Board Goal #3
- Increased breakfasts served by an average of 200 per day despite and enrollment decline.

GOALS – FY 2012

The goals of the Food and Nutrition Department are:

- The primary goal of the Food and Nutrition program is to provide nutritionally balanced and appetizing meals at a reasonable cost to as many children as possible.
- Provide professional growth for Food & Nutrition personnel by providing appropriate training programs and incentives.
- Function under sound principles of good business management.
- Encourage and promote nutrition education and coordinate Food & Nutrition with classroom instruction.

OBJECTIVES – FY 2012

The objectives of the Food and Nutrition Department are:

- Increase professional growth opportunities to have at least half of the managers certified at Level 1 by the School Nutrition Association. Board Goal #4
- Operate the program sound financially to enable the program to invest at least \$125,000 into replacement equipment for several schools.
- Fully integrate the expanded central warehouse to take advantage of cost-savings, improve logistical infrastructure efficiency and provide a greater variety of fresh produce.
- Increase the lunch participation rate to 55% (currently 52.1%) by offering more local fresh fruits and vegetables, fully implementing successful pilot projects, providing parents and stakeholders information on nutritional content of meals and closely monitoring operations for quality and consistency.

Food and Nutrition Budgeted Positions					
POSITION TITLE	FY2009	FY2010	FY2011	FY2012 Change	FY2012
Food Service Worker	220	220	220	10	230
FS Warehouse & Mechanics	6	6	6		6
Managers	15	15	15		15
Supervisor	1	1	1		1
Assistant Supervisor	2	2	2		2
Technician	3	3	3		3
Account Clerk	5.5	4.5	4.5		4.5
Clerical	1	1	1		1
Dietician	0.75	0.75	1		1
Total Food and Nutrition Budgeted Positions	254.25	253.25	253.5	10	263.5

Food and Nutrition

During FY 2011, the Food and Nutrition Program projected to sell 27,000 meals each school day or more than 4.8 million meals this school year. That represents an increase of more than 1.0 percent over the meals served in FY 2010 and supports the continuing trend in meal participation as demonstrated in Food Service Charts 1 and 2.

Chart 1

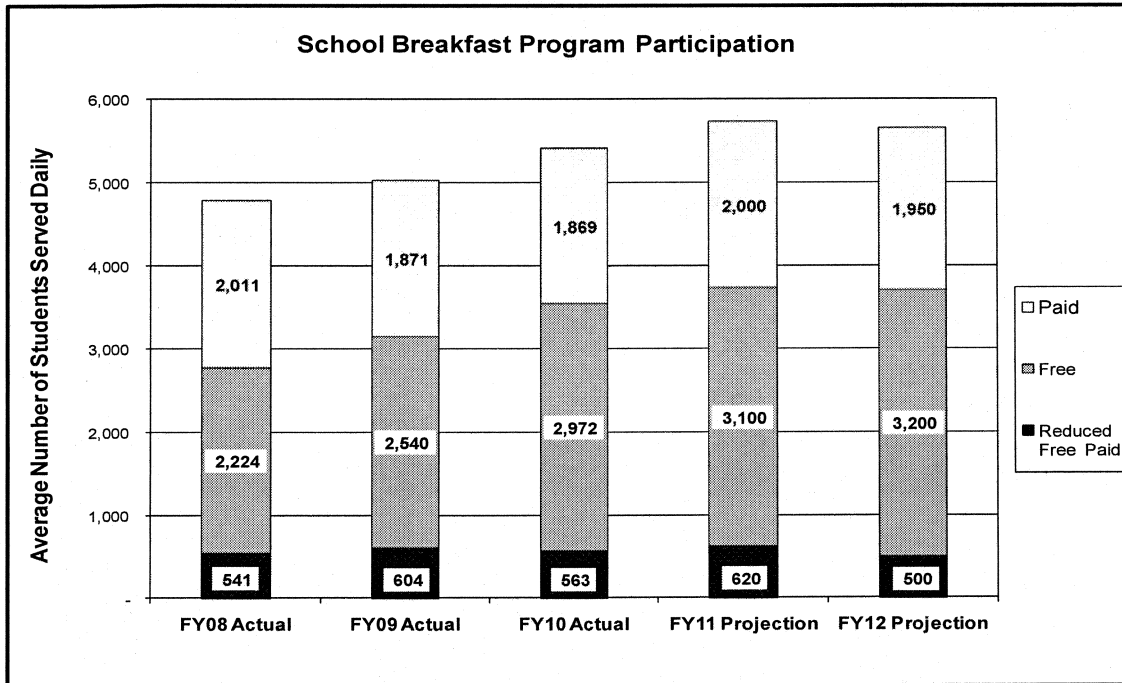
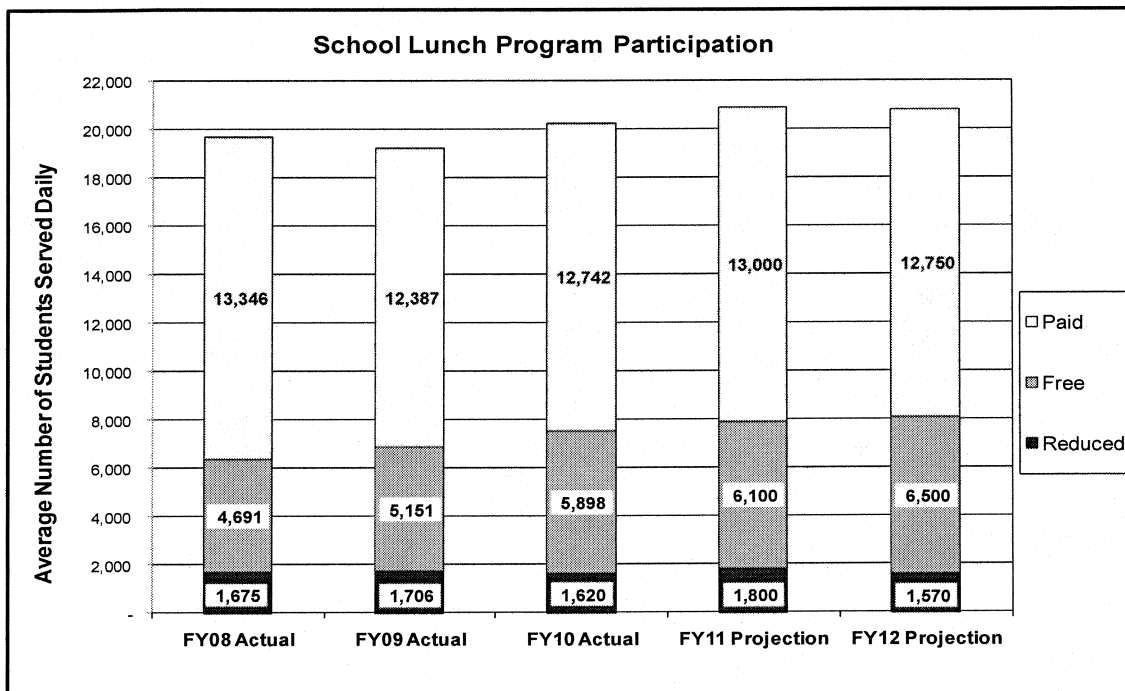


Chart 2



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 \$3.2 million, or more than the projected FY 2010 balance. A plan for 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. Three major improvement projects include: wide area network integration of software systems; reporting project and, Detailed Nutrient Analysis Project. These improvements are in addition to the Plan for Asset Replacement. Each year the PAR is reassessed as resources become available.

Projected Asset Improvement and Replacement Plan

Technology Upgrades	\$ 45,000
Infrastructure Project	\$ Completed FY2011
Planned Asset Replacement (3 years ongoing)	\$ 700,000

Project Improvements

Technology Upgrades – Computers are in need of a refresh every 4 – 5 years. As the current computers at the 110 points of service age, they must be replaced. This is part of the ongoing maintenance of the program.

Infrastructure Project – The existing warehouse for the storage of frozen product was inadequate for the size of the system. While food sales have doubled in the last 10 years, the storage space had not increased. This project expanded the freezer storage by approximately 50%, providing for current needs and forecasted growth and was completed during Fiscal Year 2011.

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

Harford County Public Schools								
Food and Nutrition Revenue								
	Actual FY09		Actual FY10		Actual FY11		Budget FY12	
Student Payments	\$ 8,058,809	57.0%	\$ 7,838,875	54.1%	\$ 7,875,066	52.1%	\$ 8,082,891	54.1%
State Sources:								
Reimbursement Lunches	146,413	1.0%	\$ 113,512	0.8%	118,207	0.8%	118,000	0.8%
Reimbursement Breakfast		0.0%	\$ 30,514	0.2%	29,552	0.2%	32,000	0.2%
Other Revenue	137,057	1.0%	\$ 133,719	0.9%	146,524	1.0%	142,093	1.0%
Total State Revenue	\$ 283,470	2.0%	\$ 277,745	1.9%	\$ 294,283	1.9%	\$ 292,093	2.0%
Federal Sources:								
Reimbursement- Paid Lunches	848,057	6.0%	896,411	6.2%	624,830	4.1%	923,304	6.2%
Reimbursement- Milk	-	0.0%	-	0.0%	-	0.0%	-	0.0%
Reimbursement- F/R Price Lunches	2,782,572	19.7%	3,201,986	22.1%	3,870,567	25.6%	3,463,843	23.2%
Reimbursement- Breakfast	973,010	6.9%	1,110,646	7.7%	1,261,525	8.3%	1,198,172	8.0%
Commodities	864,279	6.1%	852,431	5.9%	977,981	6.5%	875,000	5.9%
Other Revenue	160,893	1.1%	173,509	1.2%	199,008	1.3%	95,000	0.6%
Total Federal Revenue	\$ 5,628,811	39.8%	\$ 6,234,983	43.0%	\$ 6,933,911	45.9%	\$ 6,555,319	43.9%
Other: Local Revenue/ Misc.	\$ 328	0.0%	\$ -	0.0%	\$ 5,158	0.0%	\$ -	0.0%
Interest Income	\$ 8,995	0.1%	\$ 198	0.0%	\$ 59	0.0%	\$ 250	0.0%
Appropriated Fund Balance	\$ 150,000	1.1%	\$ 150,000	1.0%	\$ -	0.0%	\$ -	0.0%
Total Food Service Revenue	\$ 14,130,413	100.0%	\$ 14,501,801	100.0%	\$ 15,108,477	100.0%	\$ 14,930,553	100.0%

Harford County Public Schools				
Food and Nutrition Fund Statement				
	Actual FY09	Actual FY10	Actual FY11	Budget FY12
Revenues:				
Student Payments	\$ 8,058,809	\$ 7,838,875	\$ 7,875,066	\$ 8,459,585
Total State Revenue	\$ 283,470	\$ 277,745	\$ 294,283	\$ 318,240
Total Federal	\$ 5,628,811	\$ 6,234,983	\$ 6,933,911	\$ 5,998,409
Total Other: Local or Miscellaneous	\$ 328	\$ -	\$ 5,158	\$ -
Interest Income	\$ 8,995	\$ 198	\$ 59	\$ 25,000
Designated Fund Balance	\$ 150,000	\$ 150,000	\$ -	\$ -
Total Receipts	\$ 14,130,413	\$ 14,501,801	\$ 15,108,477	\$ 14,801,234
Expenditures				
	\$ 14,461,087	\$ 14,301,327	\$ 15,002,160	\$ 14,801,234
Excess/deficit revenues over Expenditures	\$ (330,674)	\$ 200,474	\$ 106,317	\$ -
Beginning Fund Balance	\$ 2,439,384	\$ 2,023,075	\$ 2,165,871	\$ 1,993,754
Increase (decrease) in reserve for inventory	\$ 64,365	\$ 92,322	\$ 15,551	\$ -
Designated Fund Balance from prior FY	\$ (150,000)	\$ (150,000)	\$ -	\$ -
Total Fund Balance	\$ 2,023,075	\$ 2,165,871	\$ 2,287,739	\$ 1,993,754
Reserve for inventory - end of year	\$ (186,112)	\$ (278,434)	\$ (293,985)	\$ (120,000)
Designated Fund Balance for next FY	\$ (150,000)	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 1,686,963	\$ 1,887,437	\$ 1,993,754	\$ 1,873,754

Notes:

Figures are reported on the 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 service budget. The budget is developed as a management tool.

Food and Nutrition

Summary by Object Class	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2011 Budget	FY 2012 Change	FY 2012 Budget
Salaries	\$5,149,820	\$5,137,955	\$5,268,532	\$5,309,932	(\$8,317)	\$5,301,615
Contracted Services	\$315,401	\$328,552	\$370,103	\$232,500	\$113,500	\$346,000
Supplies	\$6,826,558	\$6,767,569	\$7,262,738	\$7,111,983	\$18,227	\$7,130,210
Other Charges	\$1,693,147	\$1,810,084	\$1,850,905	\$1,816,509	\$184,219	\$2,000,728
Equipment	\$476,161	\$257,167	\$249,881	\$330,310	(\$178,310)	\$152,000
GRAND TOTAL	\$14,461,087	\$14,301,327	\$15,002,159	\$14,801,234	\$129,319	\$14,930,553

Food and Nutrition

Detail Accounts	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2011 Budget	FY 2012 Change	FY 2012 Budget
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FOOD PREPARATION & DISPENSING SERVICES

1	MAINTENANCE/MECHANICS/TECHS 51XX 51120-0000 Record # 1813	\$312,076	\$311,689	\$312,076	\$323,063	\$11,307	\$334,370
2	FOOD SERVICE/CAFETERIA 51XX 51135-0000 Record # 1810	\$3,870,328	\$3,865,851	\$3,936,425	\$3,999,531	\$-17,704	\$3,981,827
3	FOOD SERVICE SUBSTITUTES 51XX 51136-0000 Record # 1812	\$272,165	\$265,746	\$254,259	\$268,998	\$2,062	\$271,060
4	FOOD SERVICE - SPECIAL EVENTS 51XX 51137-0000 Record # 1815	\$19,052	\$9,539	\$11,307	\$15,000	\$-4,000	\$11,000
5	FOOD SERVICE OVERTIME 51XX 51145-0000 Record # 1811	\$126	\$0	\$0	\$500	\$0	\$500
6	MAINT./MECH./TECH. OVERTIME 51XX 51160-0000 Record # 1876	\$0	\$0	\$922	\$500	\$-500	\$0
7	OTHER SALARIES 51XX 51170-0000 Record # 1816	\$1,571	\$1,451	\$5,555	\$2,500	\$-1,000	\$1,500
8	REPAIRS-EQUIPMENT 51XX 52315-0000 Record # 1818	\$30,520	\$980	\$125	\$16,000	\$0	\$16,000
9	REFUSE DISPOSAL 51XX 52385-0000 Record # 1819	\$167,481	\$110,274	\$142,714	\$140,000	\$-10,000	\$130,000
10	COMMODITY DISTRIBUTION 51XX 52435-0000 Record # 1817	\$15,418	\$33,395	\$23,716	\$15,000	\$0	\$15,000

Food and Nutrition

Detail Accounts	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2011 Budget	FY 2012 Change	FY 2012 Budget
11 REPAIRS/MAINTENANCE-VEHICLES						
51XX 53325-0000 Record # 1833	\$28,426	\$26,595	\$31,896	\$50,000	\$-25,000	\$25,000
12 CLEANING						
51XX 53430-0000 Record # 1822	\$38,067	\$50,530	\$32,834	\$40,000	\$0	\$40,000
13 USDA COMMODITIES						
51XX 53435-0000 Record # 1829	\$838,145	\$760,109	\$962,430	\$850,000	\$25,000	\$875,000
14 OFFICE						
51XX 53440-0000 Record # 1835	\$0	\$2,008	\$9,541	\$1,500	\$0	\$1,500
15 UNIFORMS-STAFF						
51XX 53535-0000 Record # 1834	\$26,315	\$20,691	\$32,717	\$25,000	\$0	\$25,000
16 HARDWARE						
51XX 53545-0000 Record # 1824	\$122,868	\$140,558	\$25,453	\$35,000	\$0	\$35,000
17 DETERGENTS						
51XX 53550-0000 Record # 1823	\$23,538	\$27,509	\$24,803	\$26,000	\$1,040	\$27,040
18 MEDICAL						
51XX 53585-0000 Record # 1891	\$0	\$0	\$220	\$0	\$0	\$0
19 BREAD						
51XX 53590-0000 Record # 1820	\$98,192	\$89,192	\$93,528	\$110,000	\$-17,240	\$92,760
20 CANNED, DRY & FROZEN FOODS						
51XX 53595-0000 Record # 1821	\$3,805,253	\$3,609,682	\$3,605,566	\$3,953,983	\$-199,914	\$3,754,069
21 ICE CREAM						
51XX 53600-0000 Record # 1825	\$73,800	\$81,578	\$84,579	\$85,000	\$-159	\$84,841
22 MILK						
51XX 53615-0000 Record # 1827	\$750,980	\$826,752	\$964,806	\$850,000	\$100,000	\$950,000
23 CHIPS, PRETZELS, CAKES						
51XX 53620-0000 Record # 1830	\$442,472	\$500,077	\$540,971	\$480,000	\$30,000	\$510,000
24 PRODUCE						
51XX 53625-0000 Record # 1831	\$298,859	\$433,862	\$480,046	\$309,000	\$141,000	\$450,000
25 FOOD SERVICE PAPER PRODUCTS						
51XX 53630-0000 Record # 1828	\$120,017	\$65,850	\$203,982	\$125,000	\$-10,000	\$115,000
26 FOOD SERVICE REPAIR PARTS						
51XX 53635-0000 Record # 1832	\$110,293	\$96,487	\$133,473	\$115,000	\$-10,000	\$105,000

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Detail Accounts	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2011 Budget	FY 2012 Change	FY 2012 Budget
27 FOOD LOSS						
51XX 53900-0000 Record # 1877	\$9,611	\$14,922	\$763	\$7,500	\$-2,500	\$5,000
28 OTHER						
51XX 54170-0000 Record # 1845	\$2,651	\$23	\$34	\$1,000	\$0	\$1,000
29 RETIREMENT						
51XX 54665-0000 Record # 1838	\$193,911	\$202,997	\$282,822	\$200,850	\$86,207	\$287,057
30 SOCIAL SECURITY						
51XX 54675-0000 Record # 1839	\$346,484	\$339,585	\$345,858	\$368,880	\$-21,198	\$347,682
31 WORKER'S COMPENSATION						
51XX 54685-0000 Record # 1844	\$124,499	\$133,329	\$118,405	\$128,234	\$-10,373	\$117,861
32 HEALTH INSURANCE						
51XX 54690-0000 Record # 1840	\$768,712	\$877,852	\$847,559	\$843,937	\$130,479	\$974,416
33 DENTAL INSURANCE						
51XX 54695-0000 Record # 1841	\$53,605	\$55,972	\$57,670	\$60,335	\$-3,849	\$56,486
34 LIFE INSURANCE						
51XX 54700-0000 Record # 1842	\$4,211	\$4,178	\$4,070	\$4,635	\$-303	\$4,332
35 TRAVEL, PROFESSIONAL						
51XX 54720-0000 Record # 1846	\$14,121	\$14,707	\$12,472	\$16,000	\$-1,831	\$14,169
36 PROFESSIONAL DUES						
51XX 54730-0000 Record # 1888	\$150	\$326	\$50	\$0	\$0	\$0
37 INSTITUTES, CONFERENCES, MTGS						
51XX 54750-0000 Record # 1837	\$18,047	\$12,989	\$9,678	\$17,000	\$-1,000	\$16,000
38 OTHER EQUIPMENT						
51XX 55170-0000 Record # 1848	\$476,161	\$257,167	\$216,096	\$260,310	\$-138,310	\$122,000
TOTAL FOOD PREPARATION & DISPENSING SERVICES	\$13,478,125	\$13,244,452	\$13,809,421	\$13,745,256	\$52,214	\$13,797,470

SERVICE AREA DIRECTION

39 PROFESSIONAL						
5001 51100-0000 Record # 1795	\$293,719	\$293,719	\$293,719	\$303,850	\$0	\$303,850
40 CLERICAL						
5001 51110-0000 Record # 1797	\$202,982	\$201,351	\$276,960	\$209,090	\$-21,392	\$187,698

Food and Nutrition

Detail Accounts	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2011 Budget	FY 2012 Change	FY 2012 Budget
41 MAINTENANCE/MECHANICS/TECHS 5001 51120-0000 Record # 1796	\$177,776	\$188,609	\$177,013	\$186,900	\$22,910	\$209,810
42 CUSTODIAL OVERTIME 5001 51155-0000 Record # 1890	\$25	\$0	\$0	\$0	\$0	\$0
43 MAINT./MECH./TECH. OVERTIME 5001 51160-0000 Record # 1879	\$0	\$0	\$296	\$0	\$0	\$0
44 OTHER CONTRACTED SERVICES 5001 52170-0000 Record # 1870	\$36,298	\$109,225	\$139,607	\$3,000	\$108,500	\$111,500
45 AUDITING 5001 52185-0000 Record # 1801	\$8,030	\$6,000	\$6,382	\$10,000	\$0	\$10,000
46 BIDS/ADVERTISING 5001 52210-0000 Record # 1886	\$0	\$0	\$0	\$1,500	\$0	\$1,500
47 MACHINE RENTAL-POSTAL & OTHER 5001 52370-0000 Record # 1887	\$5,006	\$16,109	\$4,566	\$0	\$15,000	\$15,000
48 SOFTWARE MAINTENANCE 5001 52380-0000 Record # 1802	\$52,648	\$52,569	\$52,993	\$47,000	\$0	\$47,000
49 OFFICE 5001 53440-0000 Record # 1803	\$12,498	\$9,369	\$6,043	\$13,000	\$-3,000	\$10,000
50 PRINTING 5001 53445-0000 Record # 1804	\$13,116	\$1,314	\$6,662	\$16,000	\$-1,000	\$15,000
51 POSTAGE/COURIER SERVICE 5001 53450-0000 Record # 1884	\$10,217	\$6,370	\$19,728	\$10,000	\$-4,000	\$6,000
52 BULLETINS, GUIDES, ETC. 5001 53476-0000 Record # 1883	\$3,891	\$4,114	\$2,685	\$10,000	\$-6,000	\$4,000
53 MEDICAL 5001 53585-0000 Record # 1892	\$0	\$0	\$12	\$0	\$0	\$0
54 OTHER 5001 54170-0000 Record # 1805	\$0	\$47	\$0	\$2,000	\$-2,000	\$0
55 SOCIAL SECURITY 5001 54675-0000 Record # 1860	\$50,092	\$53,552	\$57,221	\$58,869	\$-5,553	\$53,316
56 HEALTH INSURANCE 5001 54690-0000 Record # 1861	\$107,323	\$106,288	\$105,708	\$102,181	\$15,799	\$117,980

Food and Nutrition

Detail Accounts	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2011 Budget	FY 2012 Change	FY 2012 Budget
57 DENTAL INSURANCE						
5001 54695-0000 Record # 1862	\$7,689	\$6,918	\$6,848	\$7,305	\$-203	\$7,102
58 LIFE INSURANCE						
5001 54700-0000 Record # 1863	\$1,252	\$1,321	\$1,193	\$1,283	\$44	\$1,327
59 TRAVEL, PROFESSIONAL						
5001 54720-0000 Record # 1806	\$400	\$0	\$1,119	\$2,000	\$-1,000	\$1,000
60 TRAVEL, TECHNICAL/SUPPORT STAFF						
5001 54725-0000 Record # 1807	\$0	\$0	\$0	\$2,000	\$-1,000	\$1,000
61 INSTITUTES, CONFERENCES, MTGS						
5001 54750-0000 Record # 1893	\$0	\$0	\$198	\$0	\$0	\$0
62 COMPUTERS/BUSINESS EQUIPMENT						
5001 55805-0000 Record # 1809	\$0	\$0	\$33,785	\$70,000	\$-40,000	\$30,000
TOTAL SERVICE AREA DIRECTION	\$982,962	\$1,056,875	\$1,192,738	\$1,055,978	\$77,105	\$1,133,083
GRAND TOTAL	\$14,461,087	\$14,301,327	\$15,002,159	\$14,801,234	\$129,319	\$14,930,553

