March 1, 2011

Kenneth Medina
Director of Business and Finance
31 N. Pershing Avenue
York, PA 17401

Dear Mr. Kenneth Medina:

Enclosed is our report for the month of February 2011:

1. During the month of February the Food Service Department provided support for Thirty-one (31) special functions which included: Mentor Program at William Penn, Basketball Dinner, CPR Training, Diversity Training, Principal Meeting, and various other staff meetings.

2. Government Commodities received during the month included: Salsa, Turkey Taco, Tuna, Applesauce, Apple Slices, Corn, Peas, Green Beans, Peaches, French Fries, Potato Wedges, Potato Rounds, Cheddar Cheese, and Mozzarella Cheese.

   Commodity use during the month of February was $15,137. Year-to-date commodity use is $73,898.

3. We had our fifth Visiting Chef program on February 17, 2011 at Jacob L Devers Elementary which was a huge success with the students and staff. Jacob L Devers Elementary was the participating school this month through our "Ace Program", which is to promote nutrition and increase participation.

4. NSLP is making an effort to justify the difference between amount charged for a fully paid meal (P) plus the amount reimbursed for that meal (R) to equal amount reimbursed for free meal (F). The NSLP is suggesting that districts do so in increments of approximately 10 cents per meal for a series of years. Therefore I am proposing that the Board consider a 10-cent increase for paid meals (breakfast and lunch) for 2011-2012. The most recent meal price increase was 5 cents in 2007.

5. Attached as Enclosure No.1 is the Food Service Budget Forecast for the 2011/2012 School Year. For your information, the highlights are:

   - Ten cent increase of student breakfast and lunch prices
   - No change in the projected labor
   - Food cost increase of 3%
   - Projected .015% increase in Administrative Fee
   - Projected .000447 of a cent increase in Management Fee

6. Attached as Enclosure No. 2 are the Food Service IOU Procedures and the Administrative Outstanding Lunch Balance Letter which has been implemented during the 2010-2011 School Year. Highlights of the procedures are:
   - IOU's are being printed on a weekly basis
   - IOU's $20 or below are being sent home with the student
   - IOU's $20-$50 are being contacted directly by a school representative
   - IOU's $50-$300 are receiving a letter from the Administration Building
   - All IOU's over $300 are considered to be sent to the School District's Attorney

7. The process the District uses to run the Direct Certification list will now be changed and the Direct Certification list will be run every other month to locate students who should be receiving free breakfast and lunch meals. The School District of the City of York will receive their Coordinated Review Effort (CRE)/School Meals Initiative (SMI) during the 2012/2013 School Year. Prior to these reviews, trainings will need to be completed along with informational professional development. Since the reviews cover applications, menus, and counting systems, the Food Service Department is continually monitoring these processes to make sure that everyone will be prepared for the review.

In summary, year-to-date figures for meals served, top line sales, food cost and return versus forecast is as follows:

	FORECAST	ACTUAL	VARIANCE
Meals Served	988,955	1,017,568	28,613
Top Line Sales	$ 2,517,448	$ 2,499,385	$ (18,063)
Food Cost	$ 844,601	$ 880,952	$ 36,351
Return	$ (10,537)	$ (55,809)	$ (45,272)

For this month we had a loss of 1 service day and 3 breakfast service days due to bad weather and delays. Breakfast and lunch meals lost for closures were 16,840. Breakfast meals lost for delays were 7,500.

Estimation of lost revenue would be as follows:

Closure due to snow days	$ 20,050
2Hr Delays no breakfast	$ 24,000
Total lost revenue	$ 44,050

Thank you,

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James R. Brady, Jr.
Support Services Director