

**FOOD SERVICE PROGRAM**  
**SCHOOL YEAR 2021 to 2022**  
**COST REDUCTION INITIATIVES**  
**ACTIONS TO DATE (THRU 3/15/2021)**

DESCRIPTION	OWNER(S)	STATUS	FOLLOW-UP ACTIONS
<b>1. Prepare Food Service Forecast for CES</b>	J. Texera T. Caldas	Completed <small>Presented at February 2021 BOE Meeting</small>	1. Incorporate Additional Cost Savings for Labor (Post COVID) into the Forecast (Est. Savings \$3510) 2. Incorporate Additional Cost Savings for Food Cost Savings (2021 to 2022 School Year into Forecast (Est. Savings \$3540)
<b>2. Establish Monthly Result Reviews with Food Service</b> Fully implement - April 2021 Fiscal Month			
a. Monitor Hours for each Food Service Employee	J. Texera	Completed	1. Need to establish a Monthly review with Ken, Jessica, Dick and Tony prior to the Chaplin BOE meeting
b. Review Cost incurred for the month	T. Caldas		
c. Review Menu to ensure we will meet our Cost per meal targets	K. Henrici		
d. Review and Approve Reimbursement Claims to State of Connecticut	Chaplin BOE & BOF		
<b>3. Change Food Order Purchases and Practices to lower Monthly Food Cost</b>			
a. Reduced Pizza cost by \$1.00 per sheet using USDA Cheese	J. Texera	Fully implemented April 2021	
b. \$1000 of additional funds have been granted to cover the expense for Fresh Fruit and Vegetables (DoD program)		" "	
c. Order a surplus of USDA Commodities (Frozen items Beef, Turkey, Cheese and other proteins) to meet our food consumption needs the next several months		" "	
d. Bring back more a la carte items to sell COVID restrictions are removed		Fully implement after COVID restrictions are removed	
<b>4. Contacted Marlborough, East Hampton, Portland and Wallingford Business Manager to access their Food Service Program Deficit and Best Practices to reduce Labor and Food Cost each month</b>	T. Caldas	50% Complete	1. Provide a Executive Summary to Mr. Henrici of the findings and recommendations obtained by the Business Managers 2. T. Caldas will continue to evaluate and survey 2 to 4 additional schools for Cost Reduction and Operational Best Practices
<b>5. Parents, Teachers and Students have been been contacted email, newsletter and other one on one communication regarding the Student Meal Program</b>	K. Chavez J. Texera	Complete Ongoing	1. Ongoing Communication with Parents, Teachers and Students to ensure participation doesn't decline
<b>6. Offer Adult meals to increase the School Administrators participation</b> Increase Adult meal pricing to increase Revenue for the Food Service Program	J. Texera T. Caldas	End of April 2021	1. Survey, Communicate and Market the opportunity to the School Administrators
<b>7. Attended Grant Program and Best Practice meeting with Kathy Dempsey (CSDE CFO) and Shannon Yearwood (CSDE Food Service Director) to discuss Food Service Deficit and Grant Opportunities and Best Practices to lower Food Service Cost (Labor / Food)</b>	J. Texera T. Caldas S. Alston S. Yearwood	End of April 2021	1. Meeting scheduled for the week of 3/22 to 3/27 to go over the Grant process and Best practices with the CSDE
<b>8. Meeting with National Vendors (Chartwell, Sodexo and Other National Food Distributors) Discuss Food Cost and Compare Current Pricings vs. New Bid Pricing</b>	T. Caldas	End of April 2021	1. Meetings will commence 3/22 to 3/27 to have the vendors review our Menu and start competitively bidding