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Town of Burlington

Meeting Minutes

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Notice of Public Meeting – (As required by G.L. c. 30A, c. §18-25)

DEPT./BOARD: Ways and Means School Subcommittee meeting

DATE: 2/8/2023

TIME: 5:30 p.m. EST

PLACE: Virtual Cisco Webex / School Subcommittee Room (small conference room)

Posted Agenda:

1. Public Participation
2. Whitson Takeover of the operation of Burlington School Cafeterias
3. Approval of Meeting Minutes
4. Adjournment

Attendees: Steve Morin (W&M), Ed Parsons (W&M), Chris Campbell (W&M), Christine Monaco (School Committee), Kathryn Bond (School Committee), Dr. Conti (BPS), Nichole Coscia (BPS), Representatives from Whitson

Public Participation

There was no public participation in this meeting.

Whitson Operation of the Burlington Public Schools Cafeterias

Representatives from Whitson Food Service presented their RFP response to operate the Burlington Public School cafeterias for the remainder of the school year starting on 3/6/2023. The company planned to operate the school cafeterias using the districts existing labor force and bring in a General Manager to oversee the project, and a Chef Manager to oversee the operation of the Burlington High School Cafeteria. The company provided a brief overview of its history and references to 8 different school districts in neighboring towns that are under contract with Whitsons operating its cafeterias.

Whitsons plans to provide the free lunch program and also offer a variety of new offerings to students, including new products available via ala-carte options. The company reviewed the various menu options, nutritional standards and how food allergies and dietary restrictions were accounted for.

Whitsons provided an overview of their financial operation and fee structure. The forecasted profit and loss statement for the remainder of the school year is as follows:





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Category	e
Expected Revenue:	\$717,485
Food Costs:	\$218,263
Paper Products:	\$23,990
Labor:	\$340,106
Other:	\$37,848
Whitson Management Fee:	\$34,518
BPS District Profit	\$62,760

If the expected district profit is missed by more than 10%, Whitsons would reduce their management fee by 10%.

The committee also discussed the BPS cafeteria revolving account and the operational parameters on surplus monies and how those could be spent down.

No vote was taken on this article.

Meeting Minutes

The W&M School Subcommittee voted to approve the 9/21/2022 subcommittee meeting minutes by 3-0.

Adjournment:

The committee voted unanimously to adjourn.

