

Agenda Items: April 13, 2023

Board Meeting

Q&A

ITEM 3 APRIL BUDGET AMENDMENT

UPDATED 4/11/23

Where does the \$70 million in anticipated unspent funds fall into? Is that part of what is shown in the fund balance or in addition to?

The \$70 million is the amount that was projected during adopted budget planning and is included in ending fund balance estimates. During the March budget workshop, we showed a "Latest Thinking" amount of \$95 million. We will continue to monitor spending and update that number as needed as we get closer to year end.

ITEM 5 APPROVAL OF PROPOSED REVISIONS TO BOARD POLICY EHAB(LOCAL), BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ELEMENTARY)-FIRST READING

Please explain how the time will be created. Will the school day be extended, or will something be deleted from the curriculum? Will this be a pull-out class? Where will the extra time come from?

No additional time is needed. We are updating policy to align with School Guidelines, which recommends 135 minutes for Reading Language Arts as part of the Literacy by 3 initiative since 2014.

Below is the verbiage from School Guidelines:

Language Arts includes listening, speaking, reading, writing, and thinking in grades K-8. Proficiency in these areas is fundamental to student's academic success. It is recommended that students engage in 45 minutes of "other" language arts instruction daily (beyond the 90-minute requirement for reading).

The goal of the Houston Independent School District is for all students to read at or above grade level by the end of third grade, and to continue reading at or above grade level throughout their academic careers and lives. Instructional programs for grades K through 5 will include a period of time daily for integrated reading/language arts instruction and practice in the classroom as defined by the Literacy by 3 block. The allotted time is 135 minutes per day.

ITEM 8 APPROVAL OF RECOMMENDED CURRICULUM MATERIALS FOR HUMAN SEXUALITY INSTRUCTION AND INSTRUCTION ON THE PREVENTION OF CHILD ABUSE, FAMILY VIOLENCE, DATING VIOLENCE, AND SEX TRAFFICKING

On the Explanatory Sheet under the heading Adoption Timeline, the "Public review and announcement" is unavailable, and the "Public input received via online survey" has been deleted. Can we have these items for verification?

Formerly archived pages have been reactivated to view.

Public review available online at www.houstonisd.org/Page/172459

APRIL 2023

Agenda Items: April 13, 2023

Board Meeting

Q&A

ITEM 11 APPROVAL OF NAMING THE ORCHARD AT MYKAWA FARM

Please supply the Explanatory Sheet with the minutes and committee members/stakeholders for verification.

Please refer to the [attachments](#) provided.

ITEM 12 APPROVAL OF VENDOR AWARDS FOR PURCHASES OVER \$100,000 AND RATIFICATION OF VENDOR AWARDS FOR PURCHASES UNDER \$100,000

(23-10-08 – RFP / Awards, Trophies, and Promotional Items) Provide a breakdown of what was spent for promotional items in the last six years. What was purchased? ***UPDATED 4/11/23***

District spending is tracked using a board-approved project number, not by individual items purchased. Since this project includes awards, trophies, and promotional items, the amounts listed below are the total annual spending for FY 2018-2023.

- FY 2018 – \$1,130,723.58
- FY 2019 – \$1,253,166.83
- FY 2020 – \$1,196,110.02
- FY 2021 – \$3,138,742.12
- FY 2022 – \$6,081,594.94
- FY 2023 – \$4,573,092.62 (through April 10, 2023)

This is a not-to-exceed amount, not an amount that is budgeted in any particular school or department. Campuses or departments may spend up to this amount if they have funds available within their budgets.

(23-11-08 8 – RFQ / Internal Audit Management Services) Please submit the name for To Be Determined (TBD).

The agenda has been updated to reflect RSM US LLP as the recommended vendor.

(23-02-16-044 – Cooperative / Nutrition Services Branding & Design Concepts)

Please explain the rationale for 24million on “Branding & Design.” What exactly does this entail? How much is spent for “Branding and Design” for HISD? What are the gains for design and branding for Nutrition Services? Who is our audience? Is this the same company that is advertising our phenomenal district? Could this be done with a contest involving our children?

The rebranding budget is part of the Nutrition Services Excess Net Cash Resources Plan as outlined in 7

APRIL 2023

Agenda Items: April 13, 2023

Board Meeting

Q&A

CFR 210.19(a)(1).

REGULATION

Federal regulations (7 CFR 210.19(a)(1)) require state agencies to monitor the level of net cash resources in a district's food service fund. These regulations specifically require that the level of net cash resources not exceed three months' average expenditures, as reported in the food service fund. To maintain the nonprofit status of the NSLP (National School Lunch Program) and SBP (School Breakfast Program), the fund balance or net cash resources of the Nutrition Services account should not exceed three month's average expenditures. If an excess balance should occur, the CE must immediately take steps to reduce the balance or have an acceptable plan for using surplus revenues. The plan should be such that the balance would be reduced within a year. We have until March 31, 2024 to complete the TDA approved \$21.1M spending plan.

FUNDING

We are aware of the district's budget deficit reductions and are sensitive to concerns this project may raise. However, rebranding funds will not be taken from the District's General Fund. The Nutrition Services program is a revenue-producing business unit which operates under a self-sustaining Special Revenue Account.

FINANCIAL POSITION

We currently have \$21.1M in excess net cash resources. This is the largest fund balance our department has seen to date. There were several contributing factors that lead us to our current financial position. (1) Last year, we transitioned from a centralized warehouse to a decentralized broadline distributor (2) We repurposed over one hundred warehouse positions. (3) We retired a fleet of 20+ box trucks formerly used for food/supply distribution. (3) The USDA approved SSO reimbursement (highest available Federal Reimbursement) rates, plus an additional increase of reimbursement rates in January of 2022 (4) USDA provided Supply Chain Grants of over \$4M. (5) We managed labor according to productivity. PURPOSE The goal is to enhance student excitement through marketing. With effective marketing, we intend to earn repeat school meal participation, engage our students, remain relevant with advertising and promotions, and deliver a quality nutrition program. The Nutrition Services department has been a self-operated program for over six years – post Aramark. Since the Food Service Management Company's exit, the Nutrition Services Department has been minimally marketed, due to the lack of a healthy fund balance. We can now regain our marketing footing by the execution of our spending plan.

LBB RECOMMENDATION

The Nutrition Services Department received recommendation #72 from the Legislative Budget Board (LBB) in November of 2021 indicating a need to develop and implement strategies to increase participation. This project will support and fulfill the stated recommendation. There were unflattering pictures taken of our school cafeterias devoid of color, structure, and ambiance. The marketing plan

APRIL 2023

Agenda Items: April 13, 2023

Board Meeting

Q&A

includes school grade level color schemes, décor, wellness-themed messaging, cutting edge graphics, small wares, and merchandising hardware.

FINANCIAL BENEFITS AND DETAILS The objective is to remain marketable to our main audience by incorporating Edu Source design concepts into our schools. This partnership will create an exciting environment for students and enhance the meal service experience for all participants. Branding is an integral part of the department's strategic plan to increase meal participation and boost revenue growth opportunities.

RFP 23-12-01 Water Filling Stations -- I see that this is a 1-year contract with an extended 1-year extension option. My concern is the numbers of filling stations to replace over that 1-to-2-year period. When would this replacement process take place? Will the contractors be accessing school buildings during the school day, and will all schools be outfitted?

The project will replace two (2) existing water fountains at each campus building and replace or add one fountain in the cafeteria. The number of installations per campus will vary from two to ten, the total number districtwide not to exceed 1,000 units. Water filling stations at minimum must be a touchless quick fill rate operation; stainless-steel heavy-duty frame, vandal resistant, cooler filtered and refrigerated, filtered and NSF- certified for healthy water.

The goal is to minimize disruption to the school day by conducting work after hours whenever possible, with most of the work conducted during the summer break.

Mykawa Orchard Naming in Honor of Executive Chef David Husbands
2/22/23

Meeting Attendees:

Betti Wiggins, Officer Nutrition Services
Jennifer Boesch, General Manager
Frank Milton, General Manager
Nan Cramer, Director of Food and Agricultural Literacy
Keith Lewis, Senior Area Manager of Operations
Marcus Glenn, Area Manager School Nutrition and Agriculture Sciences
Nicole Bean, Area Manager Special Events and Promotions
Tim Marsh, Operations Manager
Margaret McCoy, Chef Trainer

Minutes:

- Everyone was in agreement the orchard at Mykawa Farm would be an appropriate way for the Nutrition Services Department to honor Chef David
- Suggested items were discussed – plaque, arch, bench, stone
- Decision was made to include Chef David's image on the selected memorial item
- Item will need to be weather-resistant
- Request will be sent to COO for approval
- Board Agenda item will be created – (target April Board meeting)
- Once approved, invite appropriate attendees and David's family members to attend the naming ceremony



HISD

Nutrition Services

WE SOLVE. WE SERVE. WE NOURISH.

Department:	Nutrition Services
Date:	2/22/23
Start Time & End Time:	9:00 – 10:00 a.m.
Location:	Large Training Room

Topics Presented:

Mykawa Orchard Naming	

Attendees:

	Employee Name	Signature
1.	BETTI WIGGINS	Betti Wiggins
2.	NAN CRAMER	Nan Cramer
3.	TIM MARSH	Tim Marsh
4.	Kimber Nicole Bean	Kimber Nicole Bean
5.	Margaret McCoy	Mrs. Murray
6.	[Signature]	Keith Lewis
7.	Jennifer Boeser	Jennifer Boeser
8.	Frank Milton	Frank Milton
9.	Marcus Glenn	Marcus Glenn
10.		
11.		
12.		
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20.		



David Husbands, formerly the Executive Chef of Nutrition Services, was employed by the Houston Independent School District (HISD) for 18 years. During his tenure, he was on the forefront of changing menus for students, as well as delivering extraordinary catered meals to the staff and the public. He passed away on August 29, 2022.

Mr. Husbands demonstrated leadership in preparing and serving meals to students, serving the Houston community during the pandemic, and was considered a national expert for Chefs in Schools. In remembrance of his work of healthy meals for children, HISD Nutrition Services is requesting the Orchard at Mykawa Farm be named in his honor.

A committee, which included Nutrition Services stakeholders, reached a consensus to recommend that the Orchard at Mykawa Farm be named in memoriam of Mr. Husband's legacy and personal dedication to improving the quality of child nutrition services in HISD.

Executive Summary: Approval of Naming the Orchard at Mykawa Farm

Objective

Consideration and approval of naming the Orchard at Mykawa Farm in memoriam of Executive Chef David Husbands who passed away on August 29, 2022.

Plan

- Chef David Husbands was employed by the Houston Independent School District (HISD) for 18 years. During his tenure, he was on the forefront of changing menus for students, as well as delivering extraordinary catered meals to the staff and the public.
- A committee, which included Nutrition Services stakeholders, reached a consensus to recommend that the Orchard at Mykawa Farm be named in memoriam of Chef Husband's legacy and personal dedication to improving the quality of child nutrition services in HISD.

Impact

Chef Husbands demonstrated leadership in preparing and serving meals to students, serving the Houston community during the pandemic, and was considered a national expert for Chefs in Schools. In remembrance of his work of healthy meals for children, HISD Nutrition Services is requesting the Orchard at Mykawa Farm be named in his honor.