

Audit Committee Minutes

June 16, 2015

Attendees: Tom Burnell, Deirdre Burns, Paul Slayton, Laura Schulkind Rick Walker

Invited Guest: Larry Anthony

Cafeteria Operations

Larry Anthony was invited to speak to the committee regarding his assessment of the cafeteria operations after his first year. We shared the initial Internal Cafeteria Audit report as well as the follow-up report including Vanacore's recommended procedural changes including:

- Monthly inventory reports
- Tracking types of meals served
- Using eTriton menu modules for state nutritional reporting
- Using Calendar function to track meals and sales times
- Tracking students receiving multiple free or reduced meals in a single day
- Track popular items purchased for better menu planning

The eTriton program is being used as a Point-of-Sale system and has been very helpful in terms of tracking sales and student accounts. However, eTriton has much more functionality that has yet to be utilized. Larry is managing monthly inventory manually but has been able to prioritize orders and control inventory to better develop menus for the week.

Future Planning

Ideally, in order to make best use of the eTriton system and operationalize the recommendations from our Auditors, Larry believes that there should be a computer in each kitchen for each Cook Manager in order to access recipes, inventories and food safety controls more effectively. Currently, he is developing menus weekly and generating stacks of paper for each kitchen. eTriton is a web-based system that can share information from a central location to the individual Cook Managers each day. Without a computer in the kitchens, the recommendations of the Auditor are impossible to implement. The committee discussed this issue at length and would like to know whether there are some older laptops that could be re-purposed for use in the cafeterias. Tom will follow-up with Steve Jensen to determine what hardware is available.

Moving forward, Larry would also like to consolidate some of the food preparation in one kitchen. There are a number of pieces of equipment in the CLS Kitchen that are not being utilized but are in working order and could be used for making the hot components of the meals while the smaller kitchens could continue to prep salads, fruits, sandwiches, etc.

The committee commended Larry's ability to make dynamic decisions on a weekly basis to implement the changes he could without the proper tools. eTriton is a tool that the District owns but can't use to it's fullest capacity without more technological support. His priorities for the coming year are to:

- Input all nutritional information and recipes for each meal
- Plan Menus based on Federal guidelines and inventory available
- Track Food Safety requirements

The committee noted that the eTriton platform is a tool and recognized that Larry will use his professional judgement about which features are useful and which are not, the rationale for which he could share with the committee at a later date. We look forward to inviting Larry back to an Audit meeting in 6 months or so to get an update.

Next Meeting

- Review Payroll Audit

Respectfully Submitted: Laura Schulkind