

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire**

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Ad-Hoc Food Service Committee**

**Thursday, May 24, 2018**

**6:00 p.m.**

**SAU**

**AGENDA**

**Committee Members:**

- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha
- Pierce Rigrod
- Kristen Reilly
- Jerome Wilson

- 1. Call to order**
- 2. Approve minutes of April 26, 2018**
- 3. Committee Charge**
- 4. Meeting Schedule**
- 5. Other**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Rd.  
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

Thursday, April 26, 2018

6:00 p.m.

SAU

Minutes

**Committee Members:**

- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha
- Pierce Rigrod
- Kristen Reilly
- Jerome Wilson

**Present:** Jim Fredrickson, Jerome Wilson, Pierce Rigrod, Rich Cahoon, Mindy Ryan

**1. Organizational Meeting**

**The meeting was called to order at 6:05 p.m.**

What is the purpose of the Food Service Committee other than to meet twice yearly? To raise conversation about areas when negotiating a new contract. Do the meals look what we want them to look like in terms of quality? Buying local is one area of concern.

Who has responsibility for the Food Service Contract? The Business Administrator is the liaison to the Board. There is a new Food Service Director on-site.

How do we know what we want to improve? We are supposed to have surveys go out to families and administrators.

Pierce Rigrod said that when we moved to an outside contractor, we had to make changes to our kitchens; consistency with the contractor was important at that time.

Are we happy with the service? Is the increase acceptable?

We pay an administrative fee when they manage to a certain level.

The projections will require a subsidy to the program after all Café Services/Fresh Picks Café expenses of \$98,632.00.

More detail on Café Services formula is needed so we can justify.

Pierce noted differences in the past three contracts in terms of costs, labor, and income.

The net is a cost of \$20,000 more.

How have survey results changed over time?

Discussion took place about a recent DOE audit of the food service program.

Further discussion took place about the definition of a “finding” and what the level of demand falls behind a recommendation.

What are we looking to do with the survey data?

When is it potentially valuable to bid a new contract out to other vendors? Mindy suggested 2019/2020 would be the soonest. Mindy noted that the program vendor has been eager to meet with the Board.

Local purchases – we should know a revenue figure or total figure for the dollars spent on local foods. Local foods is not defined by “picked up locally” but rather sourced locally. Scouring for local foods should take place and identified realistically. Not solely produce, but eggs and other products too.

How often will this committee meet? It depends on how much needs to be done. If surveys are a goal, if local purchasing is a focus than three meetings yearly should be scheduled.

Besides looking for a lower cost, what reasons would we want to change vendors? Better food quality, etc.

Discussion took place about the differences between the USDA gold, silver or other levels of food models. It might mean offering two types of fruit rather than one. It means more effort.

Meetings should take place based on the timeline needed for bidding.

This committee will meet again next month. The timeline to go out to bid will be needed.

How this committee will be established needs to be determined. Local reportable purchasing information is needed. The charging policy should be shared with the new director.

Proportions that lead to the subsidy are needed.

Mindy pointed out specifics related to the Food Service obligation to clean tables as a concern brought forward to her. Our facilities are often cleaning tables. Clarity is needed. In addition, the vans that the district own are used by Food Service. Proper treatment is required. They should be cleaned and maintained to a certain degree.

**Pierce Rigrod motioned to adjourn at 6:58 p.m. Second. Unanimous.**

Respectfully submitted,

Brenda Marschok