

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

CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

Thursday, June 14, 2018
7:00 p.m.
SAU

AGENDA

Committee Members:

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

1. **Welcome/Introductions - 5 minutes**
2. **Approve minutes of May 24, 2018 – 5 minutes**
3. **Review of Food Service Contract**
 - a. **Costing review. – 15 minutes**
 - i. **Volume assumptions year over year**
 - ii. **Fed/State funding year over year**
 - iii. **Other**
 - b. **Local produce overview – 10 minutes**
 - c. **Ideas on increasing volume – 10 minutes**
 - d. **Open Q&A – 10 minutes**
4. **Review of Action items and next meeting date - 5 minutes**

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CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

Thursday, May 24, 2018

6:00 p.m.

SAU

Minutes

Committee Members:

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

Present: Bernd Foecking, Jim Fredrickson, Linda Quintanilha, Pierce Rigrod, Kristen Reilly, Jerome Wilson, Kimberly Saunders, Myron Steere, Tim Grossi

1. Call to order

Pierce Rigrod called the meeting to order at 6:00 p.m.

2. Approve minutes of April 26, 2018

Linda Quintanilha moved to approve the minutes of April 26, 2018. Pierce Rigrod second. Linda Quintanilha, Kristen Reilly, and Bernd Foecking abstained. All else in favor. Motion carried.

3. Committee Charge

What is the charge of the committee? Oversee the food service contract and revisions to State and Federal statute/regulations.

In the contract, FSMC refers to the Food Service Management Company (Café Services).

An advisory committee will be established.

A Wellness Committee currently does not exist.

There is a financial piece and then there is a food quality perspective. They are two separate pieces.

Who would like to serve as the liaison? Kristen Reilly volunteered for the Wellness Committee participation.

There is an item in the contract about surveys. What frequency do we see survey data? How does it get received? A summary from the Business Administrator or the current contractor should come forward.

Pierce Rigrod asked if monthly surveys were too frequent. The contract states that "periodic surveys" will occur. Quarterly surveys were suggested next.

Kimberly Saunders confirmed that Café Services will attend the September meeting. They will be tasked with bringing the survey tool and any data.

Café Services bills for actual expenses. Are their actuals in alignment with their payment schedule per month?

Jim Fredrickson spoke about the need to bid out the next food service contract.

Over the last two years, we have had fewer students and staff to sell to. The deficit in the past was upward to \$350K. This contract requires just short of \$95K.

Local sourcing – the pitch from Café Services included a local purchasing component. What degree is Café Services using locally produced/made and purchased food? What is the experience, pros/cons etc.?

Tim Grossi will obtain this information.

The contract notes that parents need to be notified of a change in price before the end of the previous school year.

The difference between customary pricing and what we charge was discussed. A worksheet about meal pricing structure will be brought to the June 5th School Board meeting. Historical lunch sales would be helpful so that the board can determine the impact of the increase.

What is the average deficit per student for food service in other school districts? Mindy Ryan will be asked for this data.

Reimbursement data on free and reduced meals was asked.

New lunch price, old lunch price was asked.

Pierce Rigrod moved to nominate Linda Quintanilha as Chair of the Food Service Committee meeting. Second. Unanimous.

4. Meeting Schedule

Discussion took place about frequency of meetings. Quarterly was suggested.

Once in the September, December, Feb/March, May/June.

September 27th before SAC (6:00 p.m.)

5. Other

Pierce Rigrod motioned to adjourn at 6:39 p.m. Linda Quintanilha second. Unanimous.

Respectfully submitted,

Brenda Marschok