

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

CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

**Thursday, September 27, 2018
6:00 p.m.
SAU**

AGENDA

Committee Members:

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

- 1. Approve minutes of June 14, 2018**
- 2. Review of Summer Report and Discussion**
- 3. Current list of concerns with contract execution and financials**
- 4. Plans for RFP, timeline and planning (review of proposals and communication with budget and property- who, when, how)**
- 5. Other**

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

Minutes

Committee Members:

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

Present: Bernd Foecking, Jim Fredrickson, Linda Quintanilha, Pierce Rigrod, Kristen Reilly, Jerome Wilson, Mindy Ryan, Rich Cahoon, Chris Faro

Linda Quintanilha called the meeting to order at 7:00 p.m.

1. Welcome/Introductions - 5 minutes

Those present introduced themselves.

2. Approve minutes of May 24, 2018 – 5 minutes

Pierce Rigrod moved to accept the minutes of May 24, 2018. Jerry Wilson second. Unanimous.

3. Review of Food Service Contract

Chris Faro, Café Services, was present for discussion and to answer any questions.

a. Costing review. – 15 minutes

i. Volume assumptions year over year

Linda Quintanilha asked Mr. Faro to walk through the differences in volume from one year to the next. Mr. Faro reported that the current year's actual performance is used to project out one year to develop the forecast. Student population is factored in. Year to date reports for all of the locations are used. What other factors have an impact other than student population? Total Free and Reduced Lunch (FRL) counts are down to 26.2% in January 2018 from 30.6% in January 2017; which has a huge impact. Students who receive free and reduced meals tend to participate at a higher level than those who pay out of pocket.

Discussion took place about the year starting off sluggishly and ramping up slightly thereafter and the reasons for it; mostly menu options.

Discussion took place about sending out the information for free and reduced meals more often rather than with first day packets only.

Operational efficiencies allow for lower food costs as a result of volume discounts, less waste etc.

Is there a plan to increase the revenue stream and participation? Mr. Faro spoke about promotional meals like Chinese New Year and lunch boxes.

Is depreciation specifically stated in the contract? Mr. Laro said that depreciation is stated for the equipment that was purchased when Café Services came in over a five year term. Pierce Rigrod asked for a list of the equipment and the depreciation schedule.

ii. Fed/State funding year over year

A brief discussion on funding from the Fed/State took place.

iii. Other

b. Local produce overview – 10 minutes

Mr. Faro shared local vendors and locations. In terms of regional purchasing, within a 250 mile radius, 41.8% of purchases were regional. 34.79% were within a 50 mile radius. Of this, \$13K were from small growers or producers. Purchasing more through Monadnock Menus was suggested. Providing samples to students to increase interest was suggested. Discussion took place about not using the USDA Lunch Program because of restrictions.

c. Ideas on increasing volume – 10 minutes

Do we know who our FRL eligible students are? No, access to names is not allowed. Certain people are allowed access to this information so a targeted mailing can be done. Information can be shared at open houses, an article about the impact on FRL on the school district should be submitted. Getting content on to Nutri-Slice about nutrition information and pictures of the food with a description is being pursued. Survey response data is extremely difficult to obtain; 18 responses from over 2,000 students was the survey result. Partnering schools with Café Services to conduct surveys would be helpful. Mr. Faro said that the food service program has difficulty because of the configuration of the schools. Staggering lunches in the elementary was suggested. He has to spend one person to each elementary school to serve lunch at the same time each day. One person could serve more than one school if lunch was staggered. There are inefficiencies. The summer program is inefficient as a result of the layout of the district. A laundry list was asked in terms of what would cause the program to become more efficient. The school district receives a monthly statement that details actual and budgeted data. Mindy Ryan was asked to send these statements to the board/committee monthly. An end of summer report on the summer program was asked for as well. Summer program services about 14 sites around the ConVal District, Keene, Hillsborough, and Deering. It is open to the community. Any person under the age of 18 can get a free meal at any of the open sites regardless of financial status. The District is reimbursed. This will be added to the laundry list.

d. Open Q&A – 10 minutes

What is the threshold when deciding between local purchasing?
A geographic preference could be decided and applied in a formula. Café Services can provide different levels of food with associated costs.

4. Review of Action items and next meeting date - 5 minutes

Action items were reviewed.

Pierce Rigrod moved to adjourn at 8:07 p.m. Bernd Foecking second. Unanimous.

Respectfully submitted,

Brenda Marschok