

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Ad-Hoc Food Service Committee**

**Tuesday, April 16, 2019  
6:00 p.m.  
SAU**

**AGENDA**

**Committee Members:**

- Richard Dunning
- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha, Chair
- Kristen Reilly
- Tim Theberge
- Savannah Lee, Student Rep.

- 1. Approve minutes of March 28, 2019**
- 2. Update on RFP Process**
- 3. Improvement Plan Update**
- 4. Other**

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Ad-Hoc Food Service Committee

Thursday, March 28, 2019  
6:00 p.m.  
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Minutes

**Committee Members:**

- Richard Dunning
- Bernd Foecking
- Jim Fredrickson
- Linda Quintanilha, Chair
- Kristen Reilly
- Tim Theberge
- Savannah Lee, Student Rep.

**Present:** Richard Dunning, Linda Quintanilha, Tim Theberge, Savannah Lee, Kimberly Saunders, Myron Steere, Rich Cahoon (6:20 pm)

**Linda Quintanilha called the meeting to order at 6:00 p.m.**

**1. Approve minutes of January 24, 2019**

**Dick Dunning moved to approve the minutes of January 24, 2019. Tim Theberge second. Tim Theberge abstained. All else in favor. Motion carried.**

**2. RFP Process**

Linda Quintanilha reported that the Department of Education (DOE) has identified that we have to go out for a Request for Proposal (RFP).

The DOE will review the draft RFP and report back. Kimberly Saunders hopes to have more information at Tuesday's Board meeting.

The last RFP was found not to have enough weight on price.

Mandatory visits on April 16<sup>th</sup> and 17<sup>th</sup> for walk-throughs for those wishing to bid on the job are required.

Linda Quintanilha asked about the possibility of having a separate bid for just the high school and not participate in Free and Reduced Meals.

### **3. Improvement Plan Report**

No new feedback yet.

Concerns of students and constituents in the community need to be shared. Adding in a stipulation that a representative from the Food Service Committee attend the Food Service Committee meetings was suggested as part of future contracts.

Savannah Lee reported that she has seen improvements in the food service program for everyone. Teachers are willing to eat from the program, students see improvement as well. The program has implemented an adult menu for staff.

Kimberly Saunders reported that the latest Food Service Director is doing a great job. He is receptive.

Dick Dunning said that at the middle school level, it is a matter of time. If students have to wait in line to get their meal, which takes away from outside break time, they'll opt not to eat. Service delivery efficiency is important.

Kimberly reported that students have dietary restrictions and are on free and reduced lunches. The program was going to no longer offer gluten free; it was resolved quickly.

Linda Quintanilha asked about possible milk options i.e. the possibility of using a local creamery. Kimberly will look into.

### **4. Other**

None.

**Dick Dunning motioned to adjourn at 6:28 p.m. Tim Theberge second. Unanimous.**

Respectfully submitted,

Brenda Marschok