

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**Ad-Hoc Food Service Committee**

**Thursday, May 30, 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 April 16, 2019**
- 2. Report from Café Services**
- 3. RFP/Bid Review Process**
- 4. Other**

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CONTOOCOOK VALLEY SCHOOL BOARD

Ad-Hoc Food Service Committee

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

MINUTES

**Committee Members:**

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

**Present:** Richard Dunning, Bernd Foecking (6:06 pm), Jim Fredrickson, Linda Quintanilha, Tim Theberge, Savannah Lee, Myron Steere, Dr. Kimberly Saunders, David Jack, Mike Onorato (Café Services), Rich Cahoon, Stephan Morrissey (6:12 pm)

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

**1. Approve minutes of March 28, 2019**

**Dick Dunning moved to approve the minutes of March 28, 2019. Tim Theberge second. Jim Fredrickson abstained. All else in favor. Motion carried.**

**2. Update on RFP Process**

Linda Quintanilha said that the intent was not to go out to bid but the State requires us to do so for the upcoming year.

David Jack reported that the RFP is ready. A posting will be placed in the Union Leader this Thursday, Friday and Sunday, and on our website as well. Mandatory pre-bid conferences were moved to April 30<sup>th</sup> and May 1<sup>st</sup>. A recommendation should come forward to the full board at the first School Board meeting in June. If something changes in terms of company selected, everything needs to be up and running on July 1, 2019.

Pre-bid conferences will be at the high school and the satellites. All bidders must be present both days to qualify to bid. ConVal is unique and bidders need to understand what they are bidding for. The State has confirmed our process. May 23<sup>rd</sup>, 10:00 a.m. is bid deadline. They will be opened then. Anyone can be present at the opening. Bids will be reviewed, based on a matrix in the days after bid opening, and scored. The Food Service Committee will review and then go to the full board. Food Service will need to meet between May 23<sup>rd</sup> and first School Board meeting in June.

David Jack said that it is not necessarily the selection of the lowest bid. It has to be in the best interest of the School District. Pricing is significant but it will not drive the decision 100%.

Rich Cahoon asked David Jack if he was aware of any regional bids in our area. Mr. Jack was not.

What is the term of the contract? It is initially a five year contract made up of five one year components where a re-up each year would take place.

Pre-Bid Conference Dates:  
April 30 @ 10 @ SMS and GES  
May 1 @ PES and CVHS

Pricing has to be the heaviest weighted element. In our last bid, we did not weight pricing high enough. As a result, the State is involved so that we are not disqualified in the future. When it comes to choosing the company, it will be based on an analysis and the weighting. It is outlined in the bidding.

### **3. Improvement Plan Update**

Michael Onorato, Café Services, reported that things have gone well this year. He arrived last April and went through a period of learning and understanding how the program ran. A new program was instituted, Lunch Box Program, where boxed lunches each including a protein, grain, fruit and/or vegetable was developed. Sides are also available. Positive feedback resulted. It has taken off; between 100-150 meals each day. The next step was to control the cost of paper goods and be a little greener. Reusable containers were purchased for the elementary schools. In addition, the Breakfast after the Bell Program was instituted. The goal is to feed more kids breakfast. Kids really should eat breakfast in the morning. Mr. Onorato shared more about the program.

Monitors were purchased to display menus and other upcoming promotions in an effort to communicate and increase participation.

Boars Head brand deli is now used and has increased participation with sandwiches and wraps.

ID Card Scanners were implemented at cash registers and Point of Sale areas to speed the purchasing process up and allow for more time to eat. It cuts down on time and cuts down on errors.

A relationship with Cornucopia exists to procure local produce.

Savannah Lee said that she is a fan of the grab and go items. The flow to purchase food has improved.

Revenues are up over \$200 every day as a result of these improvements. The cost of the changes are being driven down while revenue maintains.

Monthly statements were asked.

### **4. Other**

None.

**Tim Theberge motioned to adjourn at 6:29 p.m. Dick Dunning second. Unanimous.**

Respectfully submitted,

Brenda Marschok