

Del Mar Union School District

CHILD NUTRITION COMMITTEE
Regular Meeting
Monday June 20, 2011



8:30 a.m.

MINUTES

Del Mar Union School District
225 9th Street, Del Mar CA 92014

1. Organizational Items

Introduction of Members – Lead by Yana Mohanty, Chair

2. Call to Order – 9:02 a.m.

Present: Members of the CNC: Lee Yen Anderson, Tamra Atwood, Pam Baldwin, Jodie Block, Naomi Harris, Heather Keith, Yana Mohanty, Sheila Reilly, E.A. Stewart, Jennifer Woodmansee

Cathy Birks, Assistant Superintendent of Business Services

3. Flag Salute

Cathy Birks, Assistant Superintendent of Business Services, led members in the Pledge of Allegiance.

4. Approval of the Agenda

Upon motion of Member Pam Baldwin, seconded by Member Tamra Atwood, the Agenda was unanimously approved.

5. Review of CNC's tasks as directed by Superintendent Peabody and approved by the Board of Trustees on June 3, 2011.

Tasks listed aloud by Yana Mohanty, Chair.

6. Review of lunch effort from January 2011 until present.

Yana Mohanty answered general questions regarding NSLP and the origins of hot lunch in schools.

7. Prioritize and further discuss the tasks in Item 5 above.

Committee agreed to make the following tasks priorities at this time:

- a. What parents and children would like to have served for school lunches.
- b. Ways of keeping the program revenue neutral.
- c. What is available from possible vendors.
- d. Input on vendors

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At the time of the meeting, committee members did not have sufficient information to address tasks c. and d. above. Therefore, committee members formulated questions for the district in attempts to gather needed information to evaluate the vendors. See below for list of questions.

The following tasks need clarification from the district:

- a. Ensure communication between the school community and board in regards to the lunch, snack and wellness programs.
- b. Follow any guidelines that come from the Strategic Management process.

8. Make a list of information the CNC will need from District Staff in order to accomplish its tasks as directed by Superintendent Peabody.

Cathy Birks present to receive and answer questions from the CNC. The following questions were formulated by present CNC members from discussions today.

- a. Is the lunch program revenue neutral right now? – *Cathy Birks responded yes.*
- b. Could the CNC members see participation numbers from March 2011 through June 2011? – *Cathy Birks agreed to provide requested data. Date to receive Wednesday June 22, 2011*
- c. Can the CNC review the accepted vendor bids? – *Cathy Birks responded “Not at this point” the reason given was that it is up to the business department to review the RFP and negotiate to determine if the district can go with the bid financially along with other criteria. She would like the CNC members to start with evaluating each proposed price and to use the vendor’s websites to gather further information that they may need to evaluate each.*

In response to not being allowed access to the bids at this time the CNC members requested to see the following from each bid:

- 1) The narratives on the 8 criteria.
- 2) Menu planning options
- 3) Sample menus
- 4) Nutritional analysis of each menu item.

Cathy Birks agreed to try to provide these items by June 22, 2011.

- d. What will the overhead be for school Year 2011/2012? *Cathy Birks to try to deliver this information the CNC by Wednesday June 22, 2011.*

9. Establish Draft of future Meeting dates/ Meeting Locations/ Meeting agendas

Location of meetings is TBD.

Special meeting called for Wednesday June 22, 2011 at 6:30 p.m.

Agreed upon agenda items:

Discuss and development of subcommittees

Clarification of two of the CNC tasks as described above.

Discuss research findings of each committee member on the bidders.

Review requested information provided by Cathy Birks as itemized above.

10. Public Comment

There was no public comment.

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Next Regular Meeting

- June 27, 2011

11. Adjournment – Time: 10:39 a.m.

Upon motion by Yana Mohanty, seconded by member Naomi Harris, approved unanimously, the meeting was adjourned at 10:39 a.m.

Yana Mohanty or Tamra Atwood
Chair/Co-Chair

Jennifer Woodmansee,
Secretary

Date

Date