

## CHILD NUTRITION COMMITTEE (CNC)



SPECIAL MEETING  
**Wednesday, June 22, 2011**  
**6:30 p.m.**

Del Mar Union School District Office  
225 9<sup>th</sup> Street  
Del Mar, CA 92014

Written notice is hereby given that the following Special Meeting of the Child Nutrition Committee (CNC) of the Del Mar Union School District, will be held on Wednesday, June 22, 2011 beginning at 6:30 p.m. at the Del Mar Union School District Office, 225 9<sup>th</sup> Street, Del Mar, California 92014.

PLEASE NOTE: Any member of the public who wishes to address the committee on an item on the agenda which lies within the scope of the Child Nutrition Committee's task may do so, but must present a written request on the form provided, before the meeting is called to order. A member of the public who wishes to address the committee on such item is limited to the time limit that will be approved by the committee (see below). The total amount of time to be allowed on any item is fifteen minutes, unless the time limit is waived by a majority vote of the Committee. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that Committee members may briefly respond to statements made or questions posed by persons exercising their public testimony rights.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the Child Nutrition Committee, please contact the office of the District Superintendent at (858) 523-6198. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

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### **Preliminary Organizational Items**

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1. Call to Order - *Time:*\_\_\_\_\_
2. Flag Salute
3. Approval of the Agenda

*Motion* \_\_\_ *Second* \_\_\_ *Ayes* \_\_\_ *Nays* \_\_\_

4. Approval of Minutes:  
June 14, 2011, Organizational Meeting  
June 20, 2011, Regular Meeting

Motion \_\_\_Second\_\_\_Ayes\_\_\_Nays\_\_\_

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**Special Items**

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5. Review information submitted by Cathy Birks in response to CNC's request for additional information during the June 20, 2011 meeting. Discuss information provided at this point. – Yana Mohanty, Chair
6. CNC members to share information about bidders collected from websites and other public outlets. Organize and discuss information.
7. Clarification from the district of CNC Tasks per Superintendent Peabody's directions from the June 3, 2011 meeting.
- Ensure communication between the school community and board in regards to the lunch, snack and wellness programs.
  - Follow any guidelines that come from the Strategic Planning process.
8. Development of subcommittees if members agree to do so.
9. Establish Draft of Future Meeting Dates/Meeting Locations/Meeting Agendas

Motion \_\_\_Second\_\_\_Ayes\_\_\_Nays\_\_\_

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**Public Comment**

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10. Public Comments
11. Adjournment – *Time:*\_\_\_\_\_

Motion \_\_\_Second\_\_\_Ayes\_\_\_Nays\_\_\_

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**Del Mar Union School District**

**CHILD NUTRITION COMMITTEE**  
Organizational Meeting  
**Tuesday, June 14, 2011**



**8:30 a.m.**

**MINUTES**

Del Mar Union School District  
225 9<sup>th</sup> Street, Del Mar CA 92014

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**Organizational Items**

Call to Order – *Time: 8:37 a.m.*

Present: Members of the CNC: Lee Yen Anderson, Tamra Atwood, Pam Baldwin, Jodie Block, Kellie Church, Patty Danon, Naomi Harris, Anja Koester, Yana Mohanty, Katie Pelisek, Tencia Pritchett, Sheila Reilly, E.A. Stewart, Lola Walker, Jennifer Woodmansee

Cathy Birks, Assistant Superintendent of Business Services; Sherry Forte, Executive Assistant to the Superintendent

**Flag Salute**

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

**Approval of the Agenda**

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

**Review of Brown Act Requirements**

Sherry Forte, Executive Assistant to the Superintendent, presented an overview of the Brown Act, which included information on open meetings, preparation of the agenda and minutes, posting requirements, and means of communication.

**Selection of Committee Chair and Committee Secretary**

After discussion, the committee agreed to elect a Chair and Co-Chair of the CNC.

On motion by Tamra Atwood, seconded by Jennifer Woodmansee, the committee unanimously approved Yana Mohanty, Chair of the Child Nutrition Committee.

On motion by Yana Mohanty, seconded by Lee Yen Anderson, the committee unanimously approved Tamra Atwood, Co-Chair of the Child Nutrition Committee.

On motion by Lee Yen Anderson, seconded by Tamra Atwood, the committee unanimously approved Jennifer Woodmansee, Secretary of the Child Nutrition Committee.

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**Establish Draft of Future Meeting Dates/Meeting Locations**

The committee discussed the need to schedule timely meetings in order to review the Request for Proposals to contract with a Vended Meal Service Provider. The committee agreed to meet on Monday, June 20, 2011 and June 27, 2011 at 8:30 a.m. at the Del Mar Union School District Office at 225 9<sup>th</sup> Street, Del Mar.

**Public Comment**

There was no public comment.

**Next Regular Meeting**

- Further

Adjournment – Time: 9:28 a.m.

Upon motion by Member E.A. Stewart, seconded by member Naomi Harris, approved unanimously, the meeting was adjourned at 9:28 a.m.

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Yana Mohanty or Tamra Atwood  
Chair/Co-Chair

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Jennifer Woodmansee,  
Secretary

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Date

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Date

**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 9<sup>th</sup> Street, Del Mar CA 92014

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**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.

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Yana Mohanty or Tamra Atwood  
Chair/Co-Chair

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Jennifer Woodmansee,  
Secretary

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Date

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Date