



Croton-Harmon UFSD

SCHOOL LUNCH COMMITTEE MINUTES

March 13, 2019

CHHS Community Room @ 7:00 pm

Attendees

- There were approximately 15 individuals present which included school administrators (district & building level), PTA members, parents, staff, representatives from the Board of Education & Sustainability Committee, two students representatives (one from CHHS Student-Faculty Congress) the Asst. Superintendent for Business, KSQ Design Architects and HM Bigley Food Service Consultants.

Review & Update

- Denise Harrington-Cohen, Assistant Superintendent for Business, provided a status update & the new slightly accelerated timeline for the proposed September 2019 implementation of the district-wide lunch program through the National School Lunch Program (NSLP). The attached revised graphic ([click here](#)) represents the implementation timeline for construction, SED approval and the awarding of our Food Service Management Bid. Additionally, an allocation for a food transport vehicle will be included in our May 21, 2019 Bond Proposition.
- The committee discussed the tight timeline and the magnitude of this initiative with regard to the federal, state and local filings required under the NSLP; bid creation and award; the construction process both internally (on-site) and locally (Department of Health and Fire & Safety requirements) and lastly, at the state level with the NY State Education Department and Facilities Planning.
- Armand Quadrini, KSQ Design, described the project design plans [Click here to view plans \(see pg's 2 & 3\)](#) and indicated that a small dishwasher has been added to the PVC kitchen that will service silverware only, due to size constraints.
- Bids for the construction work at PVC & CET were published and the feasibility of our timeline has been confirmed by our architect, construction manager & food service consultant. Though the district does not foresee any delays, it was however noted that should any delays occur with SED approval, construction or Department of Health or our Fire Inspection approval, the committee would be notified in time to implement a contingency plan. In the event of a delay, ensuring that lunch is available for all eligible students is an essential priority to the committee.
- Completion of construction at PVC and CET is scheduled for late August 2019 and will provide a servery and point of sale station at both buildings. The high school already has the necessary accommodations.
- In the districts 2019-20 Bond Proposition there is an allocation for the purchase of a lunch transport vehicle to be used for lunch delivery from PVC to CET and CHHS.

Sustainability

- The financial and operational resources required to support sustainability measures were discussed as well as the importance of partnering with the Environmental Sustainability Committee to explore options and opportunities through their alliances. We spoke of the essentialness of building-level teams to initiate and sustain these efforts and to secure staff and student understanding and buy-in.
- Student members suggested coffee discounts for those who brought reusable mugs.
- Members discussed the possibility of PTA or CHEF grants for water filling stations in the cafeterias at all buildings to eliminate plastic usage.

Comments & Other Discussion

- Members stressed the importance of options for those with food allergies and sensitivities.
- Members also expressed concern for local businesses which could lose income once the program begins. Ms. Harrington-Cohen reminded the group that the High School would remain an open campus, thus allowing students to frequent local food establishments. We also discussed the option of the district utilizing local vendors for additional catering needs for student and Professional Development events.
- The committee discussed the need to balance expectations for the new lunch program with the primary goal of the committee, which is to provide a district-wide lunch program and free and reduced lunch to all eligible students.
- Members asked if there was an opportunity for local vendors to provide food to the program under the NSLP. HM Bigley indicated that there are “preferred source” clauses that can be placed in the bid but it will require that all vendors meet standards set forth by the NSLP and the Food Service Management Company could not be required to utilize them.

Next Steps

- Reach out to the community to create a Transition Committee to assist with community communication throughout the process and to create a FAQ for the public.
- With regard to food waste, Student Faculty Congress will reach out to local agencies to determine the parameters and guidelines for donations of excess food.
- Request that the Environmental Sustainability Committee target sustainability efforts around the opportunities and challenges of the School Lunch Program.
- Complete Phase II survey and analysis to identify food quality standards and menu offerings for bid specifications-[Click Here for Survey](#). Please review & submit comments ([Click Here](#)) by Friday, March 22nd.
- **April 9th** - On-site visit to Katonah-Lewisboro School District to observe their NSLP and sustainability efforts. Tentative departure time is 10:45 am to arrive back at district approximately 1:00 pm
- **Next Meeting - Tuesday, April 30th at 7 p.m.**