Meeting Minutes
Food Services Transition Team Meeting
February 7, 2018
3:30 p.m. – 4:30 p.m., Rm 114

Members Present:
Marcy Brown
Ron Cowan
Sue DeJong
Bob Kuehl
J. Marie Riche
Simone Sangster
Jessica Sankey
Mardi Solomon
Sue Webber

Minutes Update & Approval
The committee reviewed the minutes from the January 24, 2018 meeting. Minutes were accepted with no corrections.

Communications and Community Relations
Sue DeJong gave a brief update on how Food Services is communicating with staff about the Central Kitchen.

- A new Food Services Newsletter was created since the last Food Services Transition meeting. This contains an article that gives an update on the Central Kitchen. These were sent to each FS staff member.
- Patrick Durgan hand-delivered the newsletter and the current floorplan of the Central Kitchen to the 3 cooking cluster schools (Bellingham H.S., Sehome H.S. and Squalicum H.S.) and provided an update on the Central Kitchen and answered their questions.
- Open Houses were also scheduled at the Central Office for staff to talk with Chef Patrick and provide an opportunity to review the current floor plan and ask questions regarding the Central Kitchen. Simone Sangster suggested a reminder email be sent to the food services staff for the Feb. 15th Open House. Marcy Brown said that she would have a conversation with the other cluster managers about talking to their cluster schools about the open house on Feb. 15th.

Communication
J. Marie Riche spoke about the communication plan and "Roadmap" that she has put together for the Food Services Transition Team. The focus will be on specific audiences using key messages. Staff communication is very important; they need to be well connected since they are messengers into the

community. The external communications are very important also. There is a need to be more proactive with communications. J. Marie and the Communications team will continue to build the plan, fill out content and draft articles.

- Circulate Patrick's PowerPoint presentation showing our current menu and the transition to the Central Kitchen menu. The team felt that parents especially would relate to this information.
- Celebrate the placing of salad bars in all schools. Keeping this objective demonstrates that we can make significant changes and builds confidence with both the staff and the community.
- Communicate to the community about timeline so that there are realistic expectations about when the new model will be implemented. Bethel S.D. was in their central kitchen 2 years before they began supplying meals to their schools. Even now, they only supply 2 meals a week and only to the elementary schools. These sorts of expectations need to be communicated in a pro-active way.
- Communicate to both the staff and the community the regarding the Sehome Kitchen shutting down and how food preparation and service will happen.
- Build a timeline for renovations to satellite school kitchens. Explain why the renovations are necessary and how it relates to the central kitchen. Use Alderwood, Roosevelt and Parkview as an example and show how money from two grants was used for improvements to Alderwood and Roosevelt.

Staffing

Beginning late January, SEIU and the district have begun to work collaboratively on the implementation of the new central kitchen food services model to ensure a smooth, positive and effective transition for both employees and the district, and the students we serve.

Good Food Promise Implementation

Jessica Sankey talked about the Wellness Promise and the requirement that the Good Food Promise Implementation Team would include members from the community. She has begun the process of putting this team in place. Some plans being worked on are:

- A draft of the charter is in progress
- Agendas need to be drafted with the hope of the 1st meeting scheduled for the end of March. Communications and Community Relations will help draft the agendas.
- Applications to join the Good Food Promise Implementation Committee will be available by next Friday (Feb. 16, 2018).

Bethel All-staff Field Trip

This trip has been scheduled for March 9. The next newsletter is scheduled for the middle of March to go out in April. This issue could include reflections and questions generated from the Bethel field trip.

Design Update

Ron Cowan shared that the schematic recommendations were sent to Dr. Baker for his approval. There has been no formal response from him, but this has now been presented to the Leadership and to the Board of Trustees. Currently, the Dykeman design team is working on the layout for specific elements such as electrical wiring and heating components.

Next Meeting

Next meeting on February 28, 2018, 3:30 – 4:30 p.m. in room 114
The meeting adjourned at 4:32 p.m.