Meeting Minutes
Food Services Transition Team Meeting
January 10, 2018
3:30 p.m. – 4:30 p.m., Rm 114

Members Present:
Marcy Brown
Ron Cowan
Sue DeJong
Patrick Durgan
Bob Kuehl
Simone Sangster
Jessica Sankey
Mardi Solomon
Sue Webber

Update of Funding & Grant
Simone advised the committee that Food Services was approved for an additional grant through the Chef Anne Foundation late last year. This money will help with some of the Horizon OneSource Front of House, Back of House software and training.

Staffing
Work on the Central Kitchen staffing model began in January. This could not happen earlier because the central kitchen program model on which to base staffing needs was being developed. The last Bethel School District field trip helped to give a starting point. Meetings with SEIU will begin this month.

There are certainly concerns from Food Services staff about the overall staffing model and how it will affect individuals. We will need to examine in part with SEIU leadership the best ways to keep members informed with staffing processes.

Food Services is working on an all-staff field trip to Bethel SD to tour their Central Kitchen. This is not mandatory, but the road trip might provide an opportunity to think and talk about the new food services model.

Central Kitchen Facility Design Team update
Ron Cowan, Executive Director Capital Projects and School Facilities, handed out the Guiding Principles 1.4 and spoke about how this document will be reflected in the Central Kitchen design. This document is very closely aligned with the Bellingham Farm-to-School Promise.

The Central Kitchen Facility Design team will not be meeting for the next few weeks as the plan goes to the architects and their consultants. They will do the layouts for electrical, plumbing, etc. The next step after that will be pricing and then the Central Kitchen Facility Design team will review the information from the consultants and begin prioritizing the wishes, if that is needed.

Questions and Answers

- Will there be a training kitchen in the bigger conference room? The design team decided that there will be sinks added to the conference room so that small cooking classes can be done with induction burners. Larger classes and recipe testing will be done in the Central Kitchen's cooking area. There is a six-burner stove in the cooking area that can be used for training and recipe testing.

- Will the cooking/veggie prep area be visible from the expansion space? Visibility is a strong principle for Central Kitchen Facility Design team. The priority is to have some sort of window; however, a structural engineer will need to weigh in on the possibility of putting a window into the cement load bearing wall. There are access points at various spots in the floor plan that allow viewing of different areas throughout the kitchen in a more casual way than a formal tour with sterile gear.

- What is the purpose of the training room? It could be used for classes on Food Education. It will fit approximately half of the food services staff, so the department could do their trainings in split sessions. It also can be used for community partnerships.

- What is the waste stream for the building? The composting/recycling area is situated near the receiving/unloading dock for a couple of reasons. Aesthetically, it didn't work outside of the training/conference room. The current location places the composting/recycling area closest to the areas that generate the most waste, i.e., the receiving, cooking and veggie prep areas.

Review and Discussion of the Role of Food Services Transition Team

- The Food Services Transition Team's role is to provide a sounding board and a safety net for the process of transitioning to a central kitchen model.

Communications

- A communications plan for the next 9 months needs to be set up. It would be helpful to have a roadmap marking out the progress and changes that have been made so far. Branding and marketing opportunities, such as a new name for the Central Kitchen (i.e. Culinary Arts & Nutrition Services) should be considered. Most school districts have moved away from "Food Services" and have re-branded with some form of "nutrition" in their name. It needs to be more inspiring and healthy sounding. Jessica noted that there is money in the Fuel Up To Play 60 grant for marketing and branding.

The meeting adjourned at 4:35 p.m.

An email will be sent out by the end of this week clarifying the next meeting.