Meeting Minutes
Food Services Transition Team Meeting
December 6, 2017
3:30 p.m. – 4:30 p.m., Rm 114

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

MINUTES AND REVIEW OF MEMBERSHIP
The meeting began with a review of the minutes; there were no changes.

UPDATE FROM THE CK FACILITY DESIGN TEAM
The next step for the CK Facility Design Team is to reach a consensus on the final floor plan. The team will also be looking at the square footage for each of the elements. At that time, the team will take a break from the meetings to allow the architects to focus on their designing.

Comments on Update

- There was a question regarding recycling and how the design will reflect the importance of these issues. This is something that the CK Facility Design Team will have to probe further.

- It was noted that the square footage of the facility is 15,000. It was projected that the central kitchen would need 10,000 to start with, but looking at the newest version of the floor plan for the facility, it is at about 12,000 square feet. This is because some of the design elements, such as freezer storage, and refrigeration storage, must be built larger if planning for expansion (freezers and refrigerators cannot be expanded after they've been built). This means some space in those areas won't be filled at this time, but as the program expands this space will be needed. One way to visibly communicate this to the public is with signage, i.e. "Future home of…".

- In terms of staffing, when the central kitchen is open, it is expected staffing needs will be about 6-10 people at the facility. Later, as the kitchen is more fully used, the program grows, and the satellite sites are updated, the central kitchen may need to bring in a second shift. There will also be a need for warehouse and delivery staff.

COMMUNICATIONS AND COMMUNITY RELATIONS

J. Marie Riche joined this team as a representative for Communications and Community Relations. She previously worked on the team that led the visioning that underlies a lot of what the Food Services Transition and Central Kitchen Facility Design teams are doing.

Patrick and J. Marie will meet to talk about the background of the Central Kitchen concept and design.

ROADMAP

J. Marie invited the team to share their thoughts and interests regarding the communication of the Food Services transition. It was thought that a visual roadmap for the community might work. This could show families the changes happening and how the changes affect the meals served to their students. It could help create a sense of "buy-in" to the project.

- How long this process could take: It was noted that the central kitchen for the Bethel School District is currently only serving 2 scratch cooked meals a week and only shipping out to elementary schools.

- Communicate the The Good Food Promise and how the team can communicate this to the community. It was suggested that the Oakland School District website has plans and a roadmap that might be helpful.

- Timeline of communication: the team would like to begin communicating to the school district in January. The staff and community need to be updated on the changes that have happened. Many in the community still think that the Central Kitchen will be located at Sehome High School. It was thought that the Central Kitchen updates could be rolled into a larger communications plan, such as where the district is at with other projects, such as, the Sehome High School, the Bellingham High School Field and the new Options High School. Food Services' menu always includes an introductory paragraph that may be used to update families.

OTHER UPDATES

Staffing

- The team will begin looking at how the program will be structured and what the staffing needs will be. Some of this may be driven by the menu, which will have an impact on the equipment and staffing needs. Bob Kuehl, Assistant Superintendent, Human Resources, mentioned that SEIU and Human Resources will begin working on job descriptions in January, 2018.

- Jessica Sankey, Director of Wellness stated that the Good Food Promise Implementation Team will also begin in January 2018.

The meeting adjourned at 4:27 p.m.

The next meeting is scheduled for Wednesday, Dec. 13, 2017 at 3:30 p.m. at the Central Office, Room 114.