



MINUTES- DRAFT

**Health & Wellness Food Services RFP Subcommittee Meeting
Gilbert Stuart Middle School, Health Classroom**

November 12, 2019

CONVENE MEETING

1. Call Meeting to Order – Sou called the meeting to order at 5:08 PM with a request to have Newman-Greene call Chair Gondola by phone

In Attendance: Robert Gondola, Jr., Ellen Cynar, Rachel Newman-Greene, Karin Wetherill, Solight Sou

APPROVE AGENDA

2. Approve Agenda as presented
**A motion was made to approve the agenda as presented
MSV – Cynar, Newman-Greene (5-0) MOTION APPROVED**

PLANNING

3. Discuss Food Service Management Contract metrics and evaluative measures
Wetherill commented that overseeing metrics will be a lot for this particular subcommittee and inquired about additional support from the District.

Sou mentioned that once the metrics have been discussed and reported out, Gondola will have a meeting with Central Office and Sodexo.

Newman-Greene distributed copies of a draft of priority areas and possible metrics as discussed in January at the last convening of the Food Services RFP Subcommittee.

Sou reminded the subcommittee that these metrics would be quarterly reports from Sodexo based on monthly reports. Each quarter, Sodexo would be presenting this information before the Health & Wellness Committee.

Newman-Greene provided an overview of this document, beginning with its Vision, Mission, Operational Objectives and 4 year goals. The proposed 9 Priority Areas were listed as follows:

- 1) Health and Wellness Committee Attendance
- 2) Student Engagement
- 3) Sustainability
- 4) Local Procurement
- 5) Staff Professional Development
- 6) Menu Development
- 7) Community Engagement and Education
- 8) Vending Machine Revenue
- 9) Meal Service Participation

Beneath each Priority Area were suggested qualitative and quantitative data to use as evaluative measures.

Gondola inquired about the first Priority Area and stressed that this measurement of meaningful engagement from Sodexo staff should be supplemented with information such as the Sodexo staff members' names and titles, and Wellness meetings.

Gondola mentioned that the tracking of student engagement activities would result in equitable distribution of services within the District.

Cynar suggested that clarification about Sodexo's engagement strategies would be needed.

Wetherill suggested the possibility of using ipads attached to food carts for survey input.

Gondola recommended a simple reporting template be provided to Sodexo outlining point by point the metrics they are expected to track. These metrics would also supply the Food Services RFP Subcommittee with the necessary baselines for the priority areas and also easily reflect trends. Consistent and simple reporting templates will also capture the data needed without room for much error.

Cynar stated that the surveys should be able to show improvement based on Sodexo's efforts targeting the recommended priority areas.

Newman-Greene said reporting can always be better tuned and Wetherill liked that each priority area ties back to the vision and mission.

Gondola said the intention of the subcommittee is right and shows collaboration between the City, District, and FSMC. These metrics encompasses the work of H&W and our partners with additional room for partner input.

Cynar said it is important to celebrate partnership and their wins as based on their willingness to work with the Committee.

Newman-Greene asked about the wording in the youth organization partnerships under Student Engagement and how it addresses student stipends.

Karin recommended using “Monetary value of incentives for youth organizations.”

Newman-Greene suggested members look at section D. Student advisory teams at each school level.

Wetherill stated that recruiting and having students value and understand the importance of serving on committees be leveraged by adults in the schools who are already doing this. The benefits for students career-wise and educationally are directly linked to serving on the Student Advisory Team through Sodexo.

Newman-Greene mentioned a teacher at JSEC who has been receptive to having her students participate in food-related matters the same way other students are engaged through the Healthy Relationships Subcommittee.

Gondola stated that there is a need to identify and ask the right person to present this opportunity to students, whether it be a guidance counselor or another adult who can present this meaningfully.

Cynar asked if it would be possible to formalize this as an internship for students. There would be an application process or a letter of interest involved.

Newman-Greene also suggested utilizing youth serving programs in Providence.

Gondola agreed that Youth in Action and the Providence Student Union would be great partners to recruit students.

Gondola recommended taking anything mentioning strategy and asking Sodexo to present this before Health & Wellness or the subcommittee. It would be best to separate the plans from the reports and data. The reports and data will be utilized within a quantitative dashboard while the specific strategies will be treated as living documents showing Sodexo’s flexibility to the needs of the students and schools.

Gondola also recommended that a series of meetings to present on each priority area be tentatively scheduled. An annual goal setting meeting in August would review the prior year’s progress. Plans and strategies could also be discussed with Sodexo present, and also be an opportunity to continue working together collaboratively.

Newman-Greene stated that Sustainability and Local Procurement on the pre-established metrics are in collaboration with other systems, such as Providence's Office of Sustainability. These proposed goals are also in alignment with the City of Providence's sustainability goals.

There is also further alignment with the City and District's Farm to School Program planning. The Farm to School reporting templates on procurement can also be used here.

The Conversation regarding staff professional development resulted in the subcommittee suggesting follow up conversations with Sodexo to request specific information regarding information relating to their staff.

Wetherill suggested as part of menu development, activities such as test kitchens and taste tests be quantifiable metrics.

Gondola said instances of student voice and input leading to new menu development could also be tracked and used as a metric.

Additional metrics could also include: promotional/ engagement activities to increase student engagement and participation.

Cynar asked that the subcommittee find out how Sodexo currently tests recipes.

Wetherill asked about a need to clarify what is meant by food quality as perceived quality is an issue.

Cynar mentioned the influences of the food supply chain and local purchasing.

Newman-Greene said it is important to talk about food appeal in conjunction with food awareness and nutrition education leading to increased consumption.

Cynar suggested the subcommittee engage in conversations with Sodexo about strategies specific to this as well as community engagement education.

It was decided that further conversations with Sodexo and Central Office regarding the vending machine revenues and meal participation numbers were needed before establishing metrics for these specific priority areas. This would include mentioning how these priority areas relate to health and wellness and tie in with student success.

Gondola stated that Next Steps for the subcommittee would be to select some data priority areas and break it out into Phase 1 and Phase 2.

Newman-Greene will incorporate the meeting's conversations into a second draft of Priority Areas and metrics to report out for the District Health & Wellness meeting on 11/13/19.

ADJOURN

4. Meeting Adjourned

A motion was made to adjourn the meeting at 6:38 PM

MSV- Cynar, Newman-Greene (5-0) MOTION APPROVED