



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

Meeting Type:	Special Session #9
Meeting Location:	McConnell Center, Media Center Room Rm. 306
Meeting Date:	Monday, July 23, 2012
Meeting Time:	6:30 P.M.

- A. ROLL CALL:** Present were Kathy Baker, Paul Butler, Doris Grady, Ken Appel, Betsey Andrews Parker and Amanda Russell. Rocky D'Andrea was absent.

Also present were CTC Director Jim Amara, Garrison School Principal Dustin Gray, Woodman Park School Patrick Boodey, Representatives for Chartwells, Abbey Group, Café Services Food Service Companies.

- B. PLEDGE OF ALLEGIANCE:** Kathy Baker led the Board in the Pledge of Allegiance.
- C. CITIZEN'S FORUM (LIMITED TO AGENDA ITEMS ONLY):** No one addressed the Board.

Betsey Andrews Parker moved, Kathy Baker seconded to move discussions of the Wellness policy (D. a) until after the Food Service presentations in the agenda. An oral **VOTE PASSED 6/0.**

- D. POLICY – CHANGES – PROPOSALS—See below**
a. JLCF Student Wellness Policy

E. OLD BUSINESS:

- 1. Food Service Presentations/Continue Discussions: All companies provided Powerpoint presentations which are online.**

6:30 pm – Fresh Picks Café

Fresh Picks Café/Café Services introduced administrative team and provided the following statement:

“Thank you for the opportunity to provide our services to the students and staff of the Dover, NH School District. Cafe Services, Inc. is a locally owned and managed Food Service Management Company with corporate offices in nearby Londonderry, New Hampshire. Incorporated in 1993, we are the leading New England Food Service Management Company providing K-12 food service programs under our Fresh Picks Cafe Division in New Hampshire and Vermont as well as Corporate Dining and seasonal camps food service throughout New England. Currently Café Services manages 47 school districts, 38 in New Hampshire and 9 in Vermont, 38 Corporate Dining locations and 25 summer seasonal children's camps and conference centers, over 200 producing kitchens with annual sales in excess of 25 million. Our New England volume gives us tremendous purchasing strength insuring national contracts ensuring the best pricing. Our national contracts are provided through local distributors ensuring the best possible service. Cafe Services is known as a great company to work for. We were recently recognized as the largest New Hampshire employer for our sector. Our people are local people who take genuine pride in your food service program. We provide our employees with the most comprehensive



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benefit program in the industry including professional training, vacations, food holidays, sick and personal days, health, life and dental insurance and a 401K plan with an annual Cafe Services Employee percentage match.

Our Fresh Picks Cafe program is designed to promote a nutritious and healthy lifestyle. Cafe Services is committed to providing nutritious meals as well as providing nutrition education and promoting healthy lifestyle choices. This fall we will be launching our newest program "Strive for Five" which works closely with the new USDA regulations and My Plate program as well as continued nutrition education for the Cafe's and classrooms.

We are proud to be the pioneers of Farm to School in New England starting programs in Brattleboro, Vermont over 15 years ago. Today we have developed direct relationships with local farms, cooperative agencies such as UNH Department of Sustainability, Seacoast Harvest and NHIAF as well as local food distributors to bring local products wherever possible to our schools. We provide farm to school education and incorporate Farm to School promotions as well as "Taste Testing's" in the Cafe's. As part of our farm to school commitment we donate grow carts to all our schools as a learning tool and promote the usage of fresh school grown herbs in the Cafe's.

Cafe Services offers extensive Menu Marketing and promotions at our schools and provide the information to schools for posting as well as uploading on school web sites. Our menus are nutritionally balanced and student friendly to produce optimal participation in the food service program. Our middle and high school concepts include our Signature Cafe Program freshly cooked Entrees, Downtown Deli, featuring made to order deli sandwiches with fresh ingredients, Formaggios Pizza, freshly baked with whole wheat dough and low fat cheese, Market Fresh Salads, and Cafe Express for Grab and Go convenience.

The Elementary schools menus include an Entree, Sandwich Choice, Market Fresh Choice, Salad or Fruit and Yogurt Parfait Daily.

Cafe Services plans for the Dover School District include up to \$100,000 investment into the school kitchens. We plan to replace the two service lines at the High School enabling us to provide our full programs, upgrade the service lines and add a double sided service line in the Green Wave Cafe area of the Middle School and introduce the Downtown Deli and Market Fresh Salad program, along with the Signature Cafe and Cafe Express Program. Install new 4 bay steam table in Woodman Park, install new double door freezer in Horne Street and install new double convection oven, two burner stove and single door freezer in Garrison School.



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Revenues, we have projected an overall 3% increase in revenues. 3 to 5% is due for increase in reimbursement rates the balance 8 to 10% is due to participation increases due to overall quality and nutrition marketing.

Cost of food, we have projected food costs at 39% of revenues. We have factored our local purchasing, national contracts and commodity usage.

Labor costs, are projected utilizing the information provided in the RFP for rates, hours per day and total paid days. Cafe Services has included the required additional paid days for each hourly associate. We are proposing a full time Food Service Director as well as an Assistant Director for the program.

Based on the request for Proposal, Cafe Services has projected and will guarantee a return for the School District of \$120,168.00 for the 2012/2013 school year.

In summary Cafe Service Fresh Picks Cafe Division has built an excellent reputation servicing our school clients in New Hampshire and Vermont. We deliver responsive and efficient service and genuinely appreciate the opportunity to service the students and the staff at your school district in the years ahead.”

Human Resources discussed personnel and human capital.

Ms. Andrews Parker questioned background checks. There is a complete background check done prior to employment which included references. There is no drug and alcohol screening unless the company requests it. There is also no policy for random checks, but the test for reasonable suspicion.

Ms. Andrews Parker also asked what the employee retention is. The Human Resources Director responded that typically 98-99% remains with the company. The also added that they would be honoring all years of service of current Dover food service employees. They followed all of the specifications outlined in the RFP.

Ms. Andrews Parker asked for the employee cost of health benefits. The response is that there are three different Anthem plans which allow them to try and stay competitive.

They also discussed menu marketing which would try to be “kid friendly” and increase revenue. An important part of the menu marketing is making sure that it is attractive to elementary, middle and high school students.

The menu will be able to be customized by on-site employees based on what Dover students like. The menu is the most important sales tool. The menu is more controlled for younger students.

They offered samples of different types of foods to the School Board and to others in the audience.



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Mr. Limmani commented that the online services will be updated also, so that parents will be able to have more access to their student's food choices.

Café Services also added that they provide a great deal of nutrition education for students of all ages. Food Service Managers will be able to provide nutritional reports.

Mr. Limmani asked why their sales projections are much higher than the other bids. The response stated that growth was anticipated and based on past experience with similar school districts, this was an accurate estimate. The quality of the program will show much higher revenues. They commented that there is a lot of room for growth. The return is guaranteed.

Mrs. Grady asked if the food is purchased locally. Representatives responded that all of the food is purchased within a 100 mile radius. Produce is grown as much as 90% locally.

Mrs. Grady also asked if there would be a high amount of waste. Waste is as minimal as possible, but there is always some waste. The quality of food is high, so it isn't as much as it could be.

7:10 pm –The Abbey Food Service

Dave Underwood represented the Abbey Food Service Group and stated they are a family owned and run organization out of Vermont with over 25 years of experience. Their employees have had lengthy careers with the company. They have dependable vendor relationships and employ 3 nutritional specialists out of only 1400 nationwide.

Ms. Andrews Parker asked the difference in menus among different groups. The response was that the difference in portion size and cost.

Ms. Andrews Parker asked how their employee retention is. The Abbey Food Group responded that many employees are long term, up to 20 years or more. They always want to work with existing employees and they will maintain their status as long term employees. They believe in strong customer service toward students.

Below is the summary provided by the Abbey Food Service Group.

“Dover- you have a tough choice to make, all three submitted proposals for Food Service are certainly filled with hundreds of pages of information on why they all will offer a great program. No doubt, whoever you will choose will provide improvements to your current services and will provide the stress relief of using contracted services but we are certain that our company, The Abbey Group, has the most heart, will offer the most collaborative relationship, and will be the best fit for your community. Here is a rundown on why we're the best option and how your program in the Dover School District will specifically benefit from what we have to offer.



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A certainly not complete list of immediate benefits to your program if you choose our services:

- Free breakfast daily to preschoolers and kindergarten
- A variety of whole wheat pizzas every day at high school and middle schools
- A salad bar at every location including satellite schools
- Deli stations at every location with high quality deli meats
- Upgraded uniforms and signage for every location
- A new delivery van built into proposed budget
- A large increase in the use of foods from local growers
- An increase in employee productivity
- Maintaining and training the current staff
- A wealth of upper level management resources and expertise
- An increase in monthly cafeteria promotions and an increase in student nutrition education with focus on local ingredients
- A family and user friendly website that is both informative and informational
- Menus in compliance of the new USDA meal patterns allowing the extra \$.06 per meal reimbursement
- Free nutrition education classes to 5th graders in our "You Are What You Eat" program and others upon request AND, WE GUARANTEE THE \$95,000 to the program annually

Experience-The Abbey Group started at one account 25 years ago in a small town that almost touches the Canadian border and has since grown to around 80 accounts spanning three states. Every single account to date was contracted organically by word-of-mouth of our high quality program coupled with unparalleled customer service. It is our reputation of our, "can overcome any challenge and meet any need" attitude that has lead us to have such a high satisfaction rate and almost impeccable retention record.

Our corporate structure is well designed to insure the highest possible satisfaction in food quality, customer service and site compliance with all federal and state regulations. Senior Abbey Group personnel assess weekly and monthly performance benchmarks that help guide our accounts.

Finance/Insurance/Accounting-we are very professional and transparent in all of our paperwork. Our professional staff will provide immediate assistance and answer any questions regarding monthly reports and back up documentation submitted for your approval. We provide the fastest and most



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meticulous details for total transparency and agreement. It is very important to us to have a very strong trust based relationship with all of our business managers and assistant managers.

The Abbey Group is very disciplined in its reporting both to the school districts we serve, and to the state for the monthly reimbursements reporting, monthly activity reports for participation, monthly reports to the school district for billing purpose. Our centralization of all accounting enables a more streamlined and professional approach to meeting the needs of the business management of the school districts we serve. Our records and reporting can meet any specific criteria and expectations of the districts' business offices we serve.

Personnel & Training- Our company culture is very team oriented; we work as a team to bring our clients the best service available- that means we find solutions together and these solutions are then distributed among the organization to help others.

We also pride ourselves on being very accessible as an organization. This means there is always someone who can help you out. And if you call the head office, a real person will always pick up the phone and an Abbey Group professional is always eager and available to answer your questions and work together quickly to find solutions.

Our vertical organizational structure provides the most comprehensive coverage in the field found anywhere in the food service management business. The Abbey Group places teams in every geographic area. They provide training, account development, nutrition education, farm-to-school initiatives, community liaisons, marketing and promotional events and so much more. Our directors are specialized in culinary arts, business, hospitality management, accounting and marketing. We also have 3 of only 1,000 certified School Nutrition Specialists, one of which will be working directly with Dover. What is also unique to The Abbey is that we employ several floating assistants that provide additional support for coverage in staffing or to help with marketing and promotional events, nutrition training, taste tests or any school function in need of an extra set of hands.

Innovation-The Abbey Group understands that innovations are the key to keeping the meal programs fresh and excited for our existing customers and draw in new ones. Here is a brief list of Abbey innovations that will directly impact Dover:

- Free of charge breakfast program to preschoolers and kindergarten students
- "Grab 'n Go" sandwich and salad stations
- Abbey Group application



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- Collaborative menus—meet needs of kids and adults
- Information website and blog
- Free on-line access to student meal account
- Locally sourced products
- Menu nutrition analysis
- Employee wellness
- Knowledgeable employees
- Merchandising techniques
-

Involvement- Community involvement is very important to The Abbey and sets us apart from the competition. We step in and take plant into the communities we serve by encouraging and being active in food service advisory meetings. In working with the school, we want everyone to be on the same team in establishing goals that are conducive to the overall objectives of the school that we are providing service to. Some of the goals would encompass areas of nutrition, sustainability, marking nutrition educations, service, menu planning idea generation and infrastructural needs of the cafeteria. The Abbey Group works with any school I that is willing to take on the Healthier US school challenge, a voluntary initiative that creates healthier school environments through promotion of nutrition, education and physically activity.

We also invite community members to special meals in the cafeteria. We purchase local products and have these producers into the school for testings and food education. We involve ourselves with community composting groups and gardens and walk in county fairs. We see our company as a family and we like to extend that feeling to all the communities we're involved in.

Menu-Our meal programs have some of the highest rates of student participation in the nation. Company-wide, our average participation rate is 69% for lunch and 31% for breakfast, well above the national average. Under our management, school districts in New Hampshire have demonstrated a participation increase of approximately 30%. This is due to our "slow food" approach of preparing meals from scratch using whole grains and local products whenever possible. Our menus are designed to satisfy the wide range of tastes of the students we serve, and meet all special needs of the students.

Healthy & Sustainable- our nutrition policy encourages students to establish and maintain lifelong, healthy eating habits. The school cafeteria is a learning environment that will deeply affect the way children understand food and its connection to our environment.



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No doubt that all food service management companies will affirm their use of local products by listing purchasing from the likes of Black River produce, however The Abbey Chef's and Managers themselves make direct farm purchases by meeting and interviewing local producers and often times planning crop harvest around our purchases.”

Ms. Andrews Parker asked about benefits for employees. Mr. Underwood stated that their benefits would remain the same or better.

Mr. Limanni asked about the \$35,000 difference. Mr. Underwood responded that the difference is the difference in number of days that some employees worked. Mr. Limanni also asked about the relatively low sales projections. Mr. Underwood responded that it takes at least 1-2 years to develop from the base to higher numbers. Their company average is 69% participation overall, but with Dover, they used what is currently the participation rate. It will increase after the first 2 years and a relationship is built.

A highlight of the Abbey Group is that there is free breakfast for all kindergarten students. This gets the students used to the food services program.

They also use local farmers and promote sustainability.

Abbey Group also presented samples of their food to the School Board and to the audience.

Ms. Russell asked if plastic is used for all foods distributed at the schools. They responded that they only use plastic wrap.

7:50 pm –Chartwell's Dining Service

Chartwell's Dining introduced members of their team and made an opening statement. They commented that they are a publically traded company and are held accountable for everything. They are also a local company and want to contribute as much as they can. They looked at comparables before making a presentation. They invest in systems, processes, and people. They found that employees, nutrition, participation, green initiatives, providing local foods, and strong financials are important to Dover. They provided the summary below.

“Chartwells thanks you and your leadership team for the opportunity to propose the dining and nutrition program for the Dover Public Schools. Chartwells is a locally based division of Compass Group, the largest contract management company in the world. Our only business is providing customized dining service management solutions to communities like yours. Due to that commitment, coupled with the global resources and management expertise of our parent company, we specialize in providing exceptional quality, variety, balanced nutritional meals, nutritional education, innovative menus and dining solutions and superior financial



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performance for our clients. Blending our resources with the experience and depth of our management team, we have prepared a comprehensive plan to technically address your specific RFP.

The following highlights Chartwells' key commitments to Dover Public Schools:

Foodservice Team

- Propose maintaining all current hourly Dover Food Service workers at their present wages and hours and provide them with the tools, training and resources they need to succeed
- Offer an on-site culinary team consisting of a director of dining services and an assistant director/chef to provide the leadership and training to elevate the culinary program and provide for a smooth transition from district to management company payroll

Leadership and Support Resources

- Provide a local support team of dining service professionals including: regional vice president, district manager, regional director, dietitian, executive chef, and marketing director

Financial Commitment

- Guarantee a fund balance of \$28,907
- Invest up to \$200,000 in investment for serving line improvements, new equipment, decor and signage district wide. This investment will directly impact the proposed participation increases.
- Provide local scholarships (\$5,000 over the life of the contract) for Dover students
- Offer \$2,500 nutrition grant to support and help foster the district's wellness and nutrition initiatives (i.e. school garden, field day, farmers markets or nutritional kiosk)

Health and Wellness Program

- Implement our proprietary Webtrition menu management software system delivers more than nutritionally analyzed menus. It is a comprehensive system that helps to manage an efficient and cost-effective foodservice program from start to finish. This advanced tool enables us to:
 - Maintain high nutrition and quality standards within the foodservice budget
 - Develop menus that are nutritious and appealing to students.
 - Adapt menus to cultural differences.
 - Identify the nutrients in daily menu items, including carb counts.
 - Screen for allergens, such as peanuts and shellfish.
 - Analyze costs to get the best quality for the lowest price.
 - Manage production to reduce waste and overproduction.
 - Easily incorporate standards of the Healthy Hungry Free Kids Act.
 - Generate cost and nutrition reports.

Menu Innovation

- Implement exciting new age-specific menus highlighting:



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- Locally-grown fresh fruits and vegetables
- Cage free shell eggs
- Whole grains
- Proprietary whole wheat pizza crust with flaxseed and olive oil
- Products with "zero grams of artificial trans fats" are utilized wherever possible
- Increased availability of "all natural" and organic foods. (The degree of incorporation into our menus based on client desire)
- More vegetarian options are featured (keeping with community preference)
- Added sugar, including "high fructose corn syrup" is limited (based upon availability of alternatives)
- Artificial sweeteners are eliminated
- Availability of socially responsible foods
- Milk without artificial growth hormones
- Poultry raised without the routine use of antibiotics
- Sustainable seafood, such as pollock and tilapia
- Adult menu for faculty and staff in the elementary schools
- Choosing vendors with high standards regarding the humane treatment of animals

Sustainability

- Implement Project Green Thumb- to support local recycling efforts
- Audit energy efficiency of kitchen equipment
- Reduce food waste through our "Trim Trax" program

Communication Plan

- Support a website to enhance overall communication
- Facilitate New Student/ Teacher Orientation; Chartwells will provide \$5,000 over the life of the contract to supply food for new student/teacher orientation.

Transition Plan

- Provide local resources (such as Rochester Public Schools) to support the on-site team during the transition process and the opening of school in August/September
- Offer \$2,500 over the life of the contract for associate recognition activities to build up the current team and to promote a smooth transition
- Invest in training for the food service associates to teach them how to cook from scratch, incorporate more local foods into the menu, set up demonstrations and prepare healthier foods more efficiently.

We are committed to supporting Mrs. Brigg's guiding principles and mission to "move from good to great." At Chartwells our philosophy exemplifies some of the same principals as we believe that having the right people in the right seats is essential in obtaining overall excellence. Chartwells has the right people to take the dining program at Dover to the next level and wants nothing more than to join the Dover "bus" on their journey to obtain the best in class dining service. All of these factors "sandwiched"



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together make Chartwells the best choice for your district. We look forward to discussing the details of our proposal with you and your evaluation team next week.”

Any student who gets a full meal, will receive unlimited fruits and vegetables.

Their employees are eligible for unemployment benefits during the summers.

Ms. Andrews Parker asked if students have time to go to the different stations and eat lunch. The response was that the students would have sufficient time and at some schools, they can do it in less time.

Chartwells is the only company in the area who uses flash frozen vegetables. This allows local produce to be used year round.

Ms. Andrews Parker asked how Chartwells gained information from Dover parents and student. Ms. Laisha responded that she spoke to them while on the tour and in public.

Ms. Andrews Parker asked if they serve traditional foods such as chicken nuggets and hamburgers. It was confirmed that they do provide those types of foods.

Mrs. Grady asked why revenue was so much lower than others. A Chartwells’ representative stated that they were very specific about each item in the RFP. They also do not include prepayments from students. The investment that they are adding to Dover also is taken into account. It is much higher than the other companies.

D. POLICY – CHANGES – PROPOSALS (from above) **a. JLCF Student Wellness Policy**

Mr. Limanni thanked committee member Peter Bixby for his efforts on the Wellness Committee and on the policy. The revised policy below is much simplified from the previous version.

~~The Board recognizes the importance of proper nutrition and developmentally appropriate physical activity as ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. The Board also recognizes that health and student success are inter-related. It is the therefore the goal of the Board that the entire learning environment be aligned to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and physical activity.~~

~~A district wide Wellness Advisory Committee will be established with the purpose of assessing the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board.~~

~~As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after school programs including intramurals, interscholastic athletics, and physical~~



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activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

All foods available on school grounds and at school sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such offerings be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense per calorie, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure that students will participate in consuming high quality meals. These nutrition guidelines apply to the school lunch and breakfast program, foods and beverages sold in vending machines, snack bars, school stores, at parties/celebrations/meetings during the school day, and as part of in school/District fundraising activities.

The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the wellness advisory committee and in compliance with national and statewide nutritional guidelines for healthy living. The Wellness Advisory Committee: Food Service Director, School Nurses, Health, Physical Education Instructors, Administrators and Parent Representation will continue to serve. The meetings will be organized and facilitated by the District Business Administrator.

The Wellness Advisory Committee will meet bi-monthly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made.

The Board recognizes that wellness comprises physical, social, emotional, and academic health. Proper nutrition and developmentally appropriate physical activity are important ways of promoting healthy lifestyles, minimizing childhood obesity, and preventing other diet-related chronic diseases. Furthermore, health and student success are inter-related. The Board therefore maintains the goal that the District will foster a learning environment that helps students attain knowledge and habits that promote wellness. As part of the program, students will be given opportunities to gain the knowledge, skills, behavior, and motivation needed to be physically active for life through daily activity offerings such as recess periods, physical education classes, walking programs, the integration of physical activity into the academic curriculum, and after-school programs including intramurals, interscholastic athletics, and physical activity clubs. The Board directs the building principals to encourage student physical activity on a daily basis.

All foods available on school grounds and at school-sponsored activities will meet or exceed the district's nutrition standards. Under no circumstances will such offerings be less restrictive than the regulations and guidance issued by the US Secretary of Agriculture as applicable to schools. Schools in the district will offer food choices that are nutrient dense, have low fat and low sugar content, are of a moderate portion size, and include a variety of fruits and vegetables. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging. These nutrition guidelines apply to the school lunch and breakfast program, and foods and beverages sold in vending machines, snack



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bars, and school stores. Food provided at parties, celebrations, and meetings during the school day, and as part of in-school District fundraising activities also falls under the purview of this policy.

The Board directs the Superintendent or his/her designee to develop procedures to implement this policy based on the recommendations of the Wellness Advisory Committee and in compliance with national and statewide nutritional guidelines.

A district-wide Wellness Advisory Committee will be maintained to assess the nutrition and physical activity environment throughout the district and making recommendations to the Board for a comprehensive wellness program. The committee will consist of representation from parents, students, the school's food service program, school nurses and wellness educators, the School Board, administration, and the public. Program implementation will be monitored and progress evaluated, with an annual report to the Board. The Wellness Advisory Committee will meet quarterly for updates on how effective the policies we have in place are working, and to make recommendations for improvements, and changes that need to be made. The meetings will be organized and facilitated by the District Business Administrator.

Student Wellness Policy Guidelines

~~It is the intent of the Dover School District to promote wellness in all aspects of curriculum and school activities. Wellness is recognized as physical, social, emotional and academic health. To accomplish this goal, it is necessary that an integrated effort be organized between administrators, faculty, students and the community. All of our campuses will be a focal point to serve as a learning tool allowing our students, parents, and faculty to apply and develop the critical thinking skills necessary for wellness.~~

~~It is our intent to fully utilize our knowledge and resources to develop the highest possible standards. We recognize that this is a process that will evolve. We promise to remain vigilant for the well being and success of all our staff, students, and community.~~

~~To accomplish this vision:~~

Promoting wellness in the Dover School District requires a cooperative effort among administrators, faculty, students, parents, and the community at large. Part of this effort will come from the voluntary actions of the school community. Community members who maintain healthy lifestyles, share their knowledge, and encourage others to emulate their habits can promote wellness in the whole school community. To further facilitate the goal of wellness, however, the District Schools should meet the following guidelines:

~~1. Nutrition Education is integrated in as many areas of the curriculum as possible.~~



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- ~~▪ Integrate education classes and the School Meals Program so that students will learn about various food groups and their health benefits. It is essential that students have the opportunity to bring their classroom knowledge into the cafeteria setting so they may make wise food choices. State Nutrition Standards will be posted on the appropriate District website.~~
 - ~~○ Nutrition will be included in the 10th grade health class.~~
 - ~~○ All other grades within the District will receive Health and Fitness Education as appropriate.~~
 - ~~○ It is recommended that teachers, staff and the Food Service Director collaborate with school and community, and foster relationships with qualified persons in the community.~~
 - ~~○ When possible, the curriculum will offer opportunities for students to receive nutrition education at all grade levels that will teach them to adopt healthy eating behaviors. The Food Service Director and Health and Wellness Teaching staff will meet semi-annually to discuss the progress of curriculum activities related to this policy.~~
- ~~▪ The Food Service Director or designee will positively foster and support the classroom curriculum in order to promote nutritional education throughout all of the schools.~~
 - ~~○ Encourage a theme-based learning environment in the cafeterias. i.e.: “Veggie Tales” at the elementary level, and “My Pyramid” at all school levels.~~
 - ~~○ Positive promotional materials will be displayed throughout cafeteria areas that foster well-balanced diets and encourage increased physical activity. The purchase and coordination of placement in the cafeterias and updating educational materials will be the responsibility of the School Meals Program.~~

1. Nutrition Education

- Lessons on nutrition and healthy eating will be incorporated into the curriculum at all grade levels.**
- The Food Service Director and the Curriculum Director will meet at least semi-annually to discuss ways that Food Services can assist with and complement nutrition education elements in the curriculum at all levels.**

- ~~2. The School Meals Program will work to offer at least three balanced meal choices to students at the elementary level, at least four at the middle school level and at least six at the high school level on a daily basis in accordance with State Guidelines.~~



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – MINUTES

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- ~~▪ Students will be encouraged by staff and parents to start each day with a healthy breakfast at school or at home.~~
- ~~▪ Breakfast will be available to all students at all schools.~~
- ~~▪ The Food Service Programs at each school will ensure that all students who do not qualify for F & R program will have affordable access to healthy breakfast and lunch choices, and that the foods offered are the best quality, varied, and nutritious.~~
- ~~▪ To encourage all students on a daily basis, in accordance with My Pyramid, to eat a balance of fruits, vegetables, and low fat milk.~~
- ~~▪ Dover School District will continue to maintain its affiliation as a Team Nutrition School and will utilize the Team Nutrition resources whenever applicable.~~
- ~~▪ It is recommended that the Food Service Director consult with qualified nutritional specialists who will assist with lunch and menu planning.~~
- ~~▪ Meals will be served in a clean and pleasant dining area. Each building administrator will determine a reasonable amount of time students will have to consume breakfast and lunch.~~
 - ~~○ The building administrator will determine the appropriate lunch schedules and coordinate with the Food Service Director prior to the start of each new school year.~~
 - ~~○ Students, when possible, will be provided time with at least 10 minutes for breakfast and 20 minutes for lunch and in accordance with State Guidelines.~~
- ~~▪ Information concerning the nutritional level and content of foods will be posted on the Dover School District's parent communication website, school newsletters, and on cafeteria bulletin displays. This may include calorie, fat, fiber, carbohydrate and sodium content of products sold to students. Information and articles may be added to existing newsletters; ex. healthy food choices and creative ways to increase physical activity.~~
- ~~▪ The Food Service Director or designee will be provided a copy of a current doctor's diet orders for all students with severe allergies or health issues with food that the student may come in contact with at school.~~
- ~~▪ Serving areas should be arranged to minimize student waiting time.~~

2. The School Meals Program will provide balanced meal choices

- in accordance with State and USDA Guidelines.***
- in accordance with the food services vendor's contract.***



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3. ~~Faculty, staff and the school community will work together to promote and reinforce healthy lifestyle habits during school and after school hours in school sponsored activities.~~
 - ~~Snacks offered through educational and enrichment programs should promote a positive contribution towards a child's diet and health. Snacks offered will not contain more than 35% calories from fats and 10% saturated fats or trans fats. Foods with the primary ingredients of cheese, nuts, seeds, peanut butter, or other nuts or butters are exempt. No more than approximately one-third of the calories per serving can be sugars. No artificial sweeteners such as sucrose (Splenda), saccharine, and aspartame will be served.~~
 - ~~The Dover School District will make available a list of healthful snack products to teachers, after school program coordinators, and to parents. This list will also be posted on the District's website. Prior to the start of every school year, the Food Service Director will distribute an updated list to teachers, parent groups, after-school program coordinators, and it will be posted on the District websites.~~
 - ~~All parent organizations and after school programs, affiliated with the schools are to promote nutrition education, wellness, and increased physical activity.~~
 - ~~School parties and celebrations will only include healthy food and/or non-food items.~~
 - ~~Snacks during or after school should make a positive contribution to students' diet and health, with an emphasis on serving fruits and vegetables as the primary snack, and milk and water as the primary beverage.~~
4. ~~Food will not be used as a reward or punishment unless specified in a student's IEP or behavior plan. Any snacks offered during the school day must follow the guidelines incorporated in the District's Healthy Snack List.~~
5. ~~Foods and beverages offered in school stores and vending machines, accessible to students, will be consistent with the State Vending Guidelines.~~
 - ~~Food or drinks in school vending machines that is accessible to students, must first be approved by the Food Service Director or nutritional consultant(s) to be certain they meet the current nutrition standards that have been put in place.~~

3. Wellness and discipline

- ***Food will not be used as a reward or punishment unless specified in a student ' s IEP or behavior plan***



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- *Students will not be denied recess as punishment.*

4. Promoting healthy lifestyles

- *Snacks offered during or after school, whether by the District Food Service or by extra-curricular programs, should meet State health and nutrition guidelines emphasize fruits and vegetables as the primary snack, and milk or water as the primary beverage.*
- *Parties and Celebrations*
 - *The building principal will authorize any seasonal celebrations.*
 - *Classrooms will have at most one celebration for all the birthdays occurring in a given month.*
 - *Teachers and staff will encourage parents to provide healthy snacks.*
 - *During celebrations, adults will be responsible for limiting the number of sweet items children have.*
- *The Dover School District will make available a list of healthful snack products to teachers, after-school program coordinators, and parents. This list will be updated annually and posted on the District's website. See Attachments A and B.*
- *Foods and beverages offered in school stores and vending machines accessible to students will be consistent with the State Vending Guidelines*

~~6. In addition to PE class, opportunities for other physical activities will be encouraged on a regular basis to achieve current state recommendations/standards.~~

- ~~▪ District will encourage all staff to promote, be creative, and engage students in increased physical activity.~~
- ~~▪ Encourage students to participate in physical after school activities. Instructional staff to encourage several physical activities throughout the day.~~
 - ~~○ The District will explore partnerships with local fitness facilities and the Dover Parks and Recreation ways to promote physical fitness awareness.~~
- ~~▪ Students will not be denied recess as punishment.~~

5. Physical activity

- *Opportunities for physical activities in addition to PE class should be provided to students.*
- *The school will communicate with parents about opportunities to provide children with after school physical activities.*
- *The school will work with parent-teacher groups to sponsor physical activities such as walk-to-school or bike-to-school days.*

~~7. Organizations and classes will look for alternate ways to fundraise other than the sale of food.~~



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- ~~▪ Organizations and various parent-teacher groups, booster clubs, and student organizations, are encouraged to adhere to the practices and guidelines outlined in this policy by the Dover School District. Groups will not be prohibited from selling food or beverage products but will be strongly encouraged to find other healthy alternatives for fundraising.~~
- ~~○ Food sales will be restricted to the cafeteria. No food sales will be allowed in the classroom or hallway without administrator's prior approval.~~
- ~~○ Principals will work with the Food Service Director or designee for any rare exceptions to this rule.~~
- ~~○ It is recommended that a maximum of one food sale be allowed per month per school. A group may have only one food sale per year with the exception that the sale would be 'healthy foods or products' ex. fruits, flowers, gift wrap, candles, etc.~~
- ~~○ All fundraising sales must be approved in advance by the building administrator.~~
- ~~○ The School District encourages the Marketing Program Director and students to explore and promote non-food fund raising alternatives~~
- ~~▪ Academic incentives will not be allowed for fund raising participation.~~

6. Fund-raising and food.

- Organizations and classes should not use the sale of food as a primary means of fund-raising*
- All fund-raising activities must be approved by the building principal.*

~~8. Monitoring of the School Wellness Policy will be reported to the School Board on an annual basis.~~

- ~~▪ The Wellness Advisory Committee will collate, review, and report the implementation of the policy.~~

7. Monitoring and Reporting

- The School Wellness Policy will be reviewed annually by the committee and updated as necessary*
- Resulting reviews and updates will be reported to the School Board.*
- The 2012-2013 Wellness committee will establish monitoring and reporting procedures to assure compliance with N.H. D.O.E Technical Advisory 21*

Ms. Andrews Parker asked if IEP plans were taken into account when revising this policy. Mr. Gray replied that the policy was not devised with IEP's into account. He added that it was designed to work cooperatively with IEP's.



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Ms. Andrews Parker also asked if popcorn sales at elementary schools would be limited because of this. Mr. Gray replied that it would be at the discretion at the principals.

Ms. Andrews Parker added that if popcorn sales are eliminated, there will be no extras for teachers.

Mr. Gray replied there would be no elimination, but more coordination.

Ms. Andrews Parker also added that why are monthly birthday parties required as opposed to individual birthdays. Ms. Russell responded that more teaching time is added to the day without all of the birthdays. It also reduces the number of sweets in the schools. A parent can come to school and read a book, which takes the focus off of sweets.

Mr. Gray stated that this is a change from the previous policy which said there would be no sweets in school for birthdays, etc.

Mr. Gray added that one of the hardest parts of the job is when he has to tell a parent that they cannot bring sweets into their child's classroom on their birthday. He likes the idea of all birthdays for the month being celebrated on one day.

Mrs. Grady commented that she would rather not restrict birthdays. It is part of social growth for the child.

Mr. Gray added that birthdays will still be celebrated. The student will still be able to wear the birthday crown. They are just asking parents to work together on birthdays.

Ms. Briggs Badger commented that this revised policy is not as stringent as the previous policy. It's more of a compromise.

Mrs. Baker asked how much time is spent on birthdays. Mr. Gray stated that it is probably about 30 minutes per celebration which is a significant amount of time away from instruction.

Ms. Russell commented that this is not a punitive action. Children will still be recognized, only the sugar will be eliminated.

Dr. Appel recommended changing the word "offerings" to "standards" on page 2, paragraph 2.

Kathy Baker moved, Betsey Andrews Parker seconded tabling the policy until the next School Board meeting for a second reading. An oral **VOTE PASSED 6/0**.

F. NEW BUSINESS

1. Award Food Services Bid



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Ms. Briggs Badger provided the option of delaying the vote for the food service bid until the next School Board meeting or voting at this meeting.

Mr. Limanni recommended waiting to vote, but provided information on financial information. He would like an educated vote, as opposed to a rushed decision.

He continued to say that the three companies are all very different, but would all improve the program.

Mrs. Grady stated that she could not make a decision at this meeting, but would like to schedule a meeting before the August 13 School Board meeting.

Mrs. Baker asked to see Mr. Limanni's recommendation and the financial differences. She agreed with Mrs. Grady that an additional meeting should be scheduled.

Ms. Andrews Parker stated that she didn't want to lose the momentum from this meeting. She feels that people will be energized by the new program and there will be an instant return on investment.

Mrs. Grady asked for a document that shows exactly where each company stands financially.

Ms. Briggs Badger suggested that Mr. Limanni provide a rubric with different areas of importance for evaluation of each company so that there can be a clear comparison.

It was determined that there would be a School Board Special Session meeting on Monday, July 30 at 6:30 to award the bid.

Ms. Andrews Parker asked for confirmation that all of these companies would bring their own food service director, but would retain the current food service associates.

Ms Andrews Parker asked Mr. Boodey and Mr. Gray how they think the reaction will be from the students toward any of the new food service companies.

Mr. Gray thought there would be positive responses toward any of the companies. Mr. Boodey reiterated his high rate of reduced and free meals and the need for quick "to go" meals. He commented on the success of the free fruit program at WPS that will be continuing next year due to a grant.



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Ms. Andrews Parker asked who would make a modification if a school needed to be changed. Mr. Limanni replied that there would be funds available in a capital improvement fund.

Mr. Limanni also noted that the first year for any of the vendors is probationary, with the possibility of a 4 year extension.

Betsey Andrews Parker moved, Ken Appel seconded tabling the awarding of this bid until July 30, 2012 Special Session. A roll call **VOTE PASSED 6/0.**

G. SCHOOL BOARD MATTERS OF INTEREST

CTC Director Jim Amara presented an update on the NJROTC program. He stated that the program would be discontinued as of June, 2013. Mr. Amara has created an alternative that will allow the program to continue.

He proposed continuing funding of the program with general funds. Enough tuition could be received so that the program could fund itself or even make a profit.

He would like to make it a Public Administration and Public Service Program. It could also be affiliated with the Navy as a National Defense Cadet Corps in the 2013-2014 year. This program would be similar to other CTE programs, but would allow for the use of Navy curriculum, students would keep the same benefits including college credits, scholarships, etc. The only change would be that the Navy would no longer pay for 50% of the instructor salaries. The District could continue to use the same uniforms.

Mr. Amara would also like to add NJROTC as an exploratory program in the 2013-2014 year. This may open up new opportunities.

The key changes would take place in 2013-2014. Portsmouth would pay for their own transportation. Perkins Grant could cover 10% of costs and a fee of \$100/student could be charged to NJROTC students.

If Dover enrolls more than 100 students each year for the next two years, we could re-apply for the Naval NJROTC program and receive the salary reimbursement.

He would like to consider this a joint program where all parties could benefit. The curriculum would need to be revised to provide more public administration information.

Portsmouth is a very important part of this strategy and since they have a high interest, the program could grow.



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Mr. Amara stated that there is no decision to be made; this is just for informational purposes. There was a bump in the road, but the bump helped the district to think about the future of the program. It should now be considered a CTE program with a strong tuition base.

Ms. Briggs Badger stated that the decision would need to be made during the next budget season.

Mrs. Grady added there was a major cut in the National Defense Budget and both senators have asked the Navy to reconsider the decision, so there is a chance that things won't have to change.

Ms. Briggs Badger thanked Mrs. Grady for her tireless effort in trying to save this program. She also thanked Mr. Amara for his creative thinking and efforts to keep the program.

Ms. Russell asked for clarification that the district couldn't charge a fee previously since it was a naval program, but now will be able to since it is a CTE program. Mr. Amara confirmed her thoughts.

H. ADJOURNMENT

Doris Grady moved, Kathy Baker seconded to adjourn at 9:45. An oral **VOTE PASSED 6/0**.

Respectfully submitted,
Amanda Russell, Vice Chairperson
AR/ral