**ABC School District**

menu planning Advisory Board Meeting

Objective: To discuss the requests from the contracted Food Service Management Company (FSMC) to change menu options from the contracted 21-day menu cycle and make recommendations to the district regarding the proposed menu.

*Per 7 CFR 210.16 (a)(8), any school food authority contracting with a Food Service Management Company must establish an advisory board composed of parents, teachers and students to assist in menu planning. This agenda template can be used as a starting point for a meeting to get input in changes to the FSMC requests after the first 21 days of the contract, when the FSMC would have been required to adhere to the contracted 21-day menu cycle with no deviations.*

Date

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| --- | --- | --- | --- |
| Time | Agenda | Action | Person Responsible |
|  | Welcome and housekeepingSign in sheet |  |  |
|  | * Overview of contractual requirements
	+ Review contract terms related to changing the menu, including approval process
	+ Review the contract structure, considering reimbursement to FSMC will be unchanged even if menu is altered
	+ Review menu specifications in the procurement, including any types or frequency of food items that should continue to be served. Examples include types of vegetables, how many days a week fresh fruit will be offered or serving whole meat chicken
	+ Consider cost implications of contract specifications for the 21-day menu versus FSMC proposed menu
* Menus under consideration for change
	+ List menu type and FSMC suggested menu changes
* Review Student and Parent/Teacher Feedback\*
	+ Survey results
	+ Taste tests results
	+ Review of previous Menu Planning Advisory board feedback on menu offerings
* Final recommendations from Menu Planning Advisory Board regarding FSMC proposed menu changes
 |  |  |
|  | Adjourn meetingNext meeting date |  |  |

\*Assumption: Surveys have been conducted and completed.