**ABC School District**

Menu planning Advisory Board Meeting

Objective: To discuss the current menu offerings and develop a plan to survey students, parents and teachers to develop menu change recommendations for the district to consider.

*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 that supports routine feedback on current menu offerings to help identify any recommended changes.*

Date

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| --- | --- | --- | --- |
| Time | Agenda | Action | Person Responsible |
|  | Welcome and housekeepingSign in sheetReview of meeting minutes |  |  |
|  | * Open forum for Menu Planning Advisory Board feedback on current menu offerings
	+ Menu items that are well-liked
	+ Suggested menu items to replace
	+ Recommendations for new menu items
* Discuss contract expectations regarding:
	+ Student engagement to increase participation
	+ Marketing to students to promote the program
* Obtaining more feedback from the student, parent and teacher community
	+ Review survey questions and confirm timing and methods for launching
	+ Taste testing plans and schedule
* Schedule meeting to discuss feedback from survey and taste testing and finalize menu change recommendations
 |  |  |
|  | Adjourn meetingNext meeting date |  |  |