**ABC School District**

Menu planning Advisory Board Meeting

Objective: To discuss the upcoming Request for Proposal (RFP) for the new Food Services Management Company (FSMC) contract, review feedback from parents, students and teachers, and finalize recommendations for the 21-day menu cycle for use in the RFP.

This meeting is for the advisory board members only. To comply with procurement laws, FSMC, including affiliated companies or contractors, are prohibited from participating or requesting information from this meeting. Any FSMC participation in any part of the procurement process would prohibit the FSMC from being selected for the award, consistent with 2 CFR §200.319(b).

*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 development of the 21-day menu outlined in a future procurement for an FSMC contract.*

Date

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| --- | --- | --- | --- |
| Time | Agenda | Action | Person Responsible |
|  | Welcome and housekeepingSign in sheet |  |  |
|  | * Review of the RFP timeline
* Discuss the 21-day menu cycle process and Advisory Board Role in menu planning
* 21-day menus to consider
	+ National School Lunch Program
	+ School Breakfast Program
	+ Summer Food Service Program
	+ Child and Adult Care Food Program
	+ **Add each program as needed**
* Review Student and Parent/Teacher Feedback\*
	+ Survey results
	+ Taste tests results
	+ Review of previous Menu Planning Advisory Board feedback on menu offerings
* Final Menu Planning Advisory Board recommendations for the 21-day menu cycle(s)
* Schedule meeting for approved 21-day menus for use in the upcoming RFP

  |  |  |
|  | Adjourn meetingNext meeting date |  |  |

\*Assumption: Surveys have been conducted and Advisory Board is ready to discuss data to prepare for the 21-day menu cycle needed in the RFP.