



## NEW HAVEN PUBLIC SCHOOLS

### NEW HAVEN BOARD OF EDUCATION FOOD SERVICE TASK FORCE

#### MINUTES

December 9, 2020

The regular meeting was held on Wednesday, December 9, 2020 via Zoom.

**Present:** Mr. Matt Wilcox, Mr. Michael Gormany, Ms. Jennifer Allis-Vazquez, Ms. Susan Harris, Ms. Salina Manning, Ms. Ivelise Velazquez, Mr. Brian Zahn  
Staff: Ms. Gail Sharry

- I. **CALL TO ORDER:** The regular meeting of the Food Service Task Force was called to order at 5:02 p.m. by Mr. Matt Wilcox.
- II. **INTRODUCTIONS and ANNOUNCEMENTS:** Mr. Wilcox introduced himself. Afterward, attendees and members of the committee took turns introducing themselves.
- III. **FOOD SERVICE DURING REMOTE LEARNING:** There are 2 options available to parents for picking up meals. Under option one, parents can pick up meals daily at 41 locations from 11:00 a.m.-1:00 p.m. Option 2 began on November 20<sup>th</sup> whereas parents can pick up once a week on Fridays at three locations from 4:00-5:30 p.m. On November 20<sup>th</sup> seventy-one meals were distributed. On December 4<sup>th</sup> one hundred sixty-seven meals were distributed. On December 11<sup>th</sup> six hundred and six meals will be distributed. The Supper Program has begun, and meals are served Monday through Friday at 11 locations. Starting December 17<sup>th</sup> box meals will be delivered once a week to 4 Housing Authority sites via Food Service van/bus. During the winter break starting December 28<sup>th</sup>-31<sup>st</sup>, meals can be picked up daily from 11 locations from 11:00 a.m. - 1:00 p.m. Information on programs is sent to parents and students via text and email. It is also posted at schools, on the NHPS website, Facebook, Instagram, and Twitter. The New Haven Public Schools Lunch Challenge is located on Google Classroom to promote continued involvement in the lunch program.
- IV. **REVIEW of POLICIES 3542.33 AND 3542.42:** Review of policies continue to be on-going. Policies will be cross referenced with State and Federal regulations and revised to reflect the needs and goals of New Haven Public Schools. Once revisions are complete, all revisions will go to the Finance and Operations Committee, then Governance, and finally to the BOE for approval.

**V. UPDATE ON LIFE THREATENING ALLERGIES and ISSUES RELATED TO FOOD SERVICE:**

Managers report that principals have a current plan in place for alternate eating areas for children with life threatening allergies based on the children who will be returning to school via the hybrid model once schools resume. A discussion ensued with suggestions and recommendations of the following:

- nurses working with principals and parents to confirm children who have food allergies and creating an individual plan
- issuance of a new survey to find out which children with food allergies will be returning
- obtaining a classroom by classroom analysis of children with allergies
- making sure allergy information is communicated from parents to nurses, administrators, teachers, Food Service, and substitute teachers
- providing online staff and substitute staff training on allergies and EpiPen usage per each school
- providing on-going refresher training for Food Service staff

**VI. DISCUSSION ON JANUARY AGENDA ITEMS:**

The December agenda will be repeated with the addition of the plan for food distribution during the February and April recesses.

**NEXT MEETING:** The next meeting is scheduled for Wednesday January 13, 2021 at 5:00 p. m. via Zoom. Agenda items are due to the chair (Mr. Matt Wilcox) and co-chair (Mr. Larry Conaway) by 10:00 a.m. on Thursday, January 7, 2021.

**VII. ADJOURNMENT:** The meeting was adjourned at 5:43 p.m. by Mr. Matt Wilcox.