



Palm Beach County School Food Service
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www.palmbeachschools.org/sfs

FY 13 Annual Report – Meeting Minutes March 15, 2013

- Attendees – Allison, Steve, Maggie and Robert
- Discussion
 - Allison will follow up with Fran regarding the video from RC Hatten
 - Lori and Robert will re-film the Breakfast video in April. Lori will contact Mr. Thompson to set something for some time in April. Lori will screen areas for filming.
 - Administrators will contact Robert to take pictures during some meetings.
 - Robert will have the structure of the annual report finalized by April 1, 2013
 - The following will be in the SFS Highlights section:
 - Nutrition Guidelines
 - Power Up With Breakfast
 - Farm To School
 - Qualified Workforce to include the evaluation process and professional development
 - Award Winning Wellness Program
 - Cafeteria Reengineering Program
 - We must remember diversity in kids when looking for pictures
 - Robert will change Bench Marks & Financials to Financial Summary & Benchmarks
 - Robert will create two strategy pages (Umbrella of Consistency and Paid Lunch Equity) as an example for our April 12th meeting with administrators. The Umbrella of Consistency will

show multiple strategies within the one (opening their own page) and the Paid Lunch Equity will only have minimal information.

- **Robert** will add the mission, vision, financials and directors intro under “Introduction”
- **Maggie** will meet with **Robert** to develop Paid Lunch Equity Page
- **Allison** get Umbrella watermark to Robert
- **Robert** Design Umbrella of Consistency to have multiple strategies within it.
- **Allison** will bring to staff about taking pictures of any strategy related items for annual report – Warehouse example.
- **Allison** contact public affairs about taking pictures of kids.
- **Robert** give 15 minute photo taking tips at FS meeting on Thursday and at Friday’s staff. **Lori** and **Allison** invite Robert.

➤ **Pending Items**

- Equipment Pictures for Reuse
- Picture of Manager showing the vision poster to a staff member
- Picture of CO staff signing vision poster

➤ **Items to Discuss with Administrators**

- Need Side bar language
- Need Notable Links
- Need Strategy Detail
 - For Farm To School we need:
 - History
 - Discuss our alignment with the State
 - Menu Sample
 - Plans or language from Adam Putnam or Robyn Safely
 - Make sure we are writing in the past tense.
 - Make sure we talk about where we were, where we are now and where we are going in the future.

- **Develop a catchy title for the topic**