

Action Steps / Questions from SC	Plan / Answer	Who	When
Conducting an in-depth district-wide survey	District issued communication of survey	Whitsons and District	October
Creating an action plan for SC review	FY 19 Action Plan developed and will be updated post survey	Whitsons, Food Service Advisory, District Staff recommendation	FY 19 - November 1, and update in February for FY 20
Gathering and incorporating feedback through the year	Obtaining clarity of direction of transforming the program, financially break even, or a combination of both	Whitsons, Food Service Advisory, District Staff	Ongoing
A full menu review with the district	Will Menu drive participation? Will Menu drive transformation? What is the direction you want? (Assumes nutrition requirements are met in all cases)	Whitsons, Food Service Advisory, District Staff	January
Addition of healthy a la carte options	Assuming nutrition requirements are met is all of the John Stalker Institute list available? Who decides after Food Service Advisory provides recommendation?	Whitsons, Food Service Advisory, District Staff	January
Clear shared definitions of terms ("organic", "local", "scratch")	Website	Whitsons	November
More timely and transparent quarterly financial reporting	Monthly Whitson Reporting occurring. Reconciliation with MUNIS quarterly	Food Service Director and Director of Operations	November
Plan to address and minimize food waste: Two types: Over Production/Scratch Preparation or Post Sale.	Are we involved with Food Recycling/Composting, Food Pantry/Weekend Meals, Determination of Share Table allowable, Food Rescue	Board of Health, Food Service Director, Director of Operations	June
Plan to address structural deficit (without resorting to unhealthy food options) * Health Insurance will be determined by the Town and Deputy Superintendent	Determine/Define conflicting interestes between transformational or participation menu approach, Summer Program review, Meal to Labor Hour review, Ingredients, A la Carte Offerings, Beverage Offerings	Whitsons, Food Service Advisory, District Staff	The sooner we get clarity and determine who decides the sooner we will have financial stability.
Appointing a brand new district-wide Food Services Advisory Committee to provide sustained attention to the food services program from a student satisfaction, nutritional, operational, and financial point of view comprised of staff and residents and a student rep that conducts detailed reviews and provides recommendations to the School Committee;	Charge is in draft. {Link}	School Committee	October
Appointing a new liaison to the townwide Brookline Wellness Committee where many of these issues are discussed substantively;	Suzanne Federspiel, appointed	School Committee	Completed
Gathering feedback from food services staff.	Developing confidential employee feedback form on Management Team: Deputy Supt, Dir of OPerations, Food Service Director, Asst Food Service Dir, Head Clerk, Bookkeeping/Clerk. What is the same or different from a production standpoint. What education does the food service team about the sourcing and product line of foods/ingredients.	Human Resources Director	November