



## Seattle Public Schools Nutrition Advisory Committee Charge

### 1. Authorization for Nutrition Advisory Committee

Proposed by: Anita Finch, Director of Child Nutrition Services, Seattle Public Schools  
Appointing Authority: Maria Goodloe-Johnson, Superintendent, Seattle Public Schools  
Reappointed: October, 2007.

### 2. Charge

#### Rationale:

There is much momentum and focus occurring nationally and locally in the field of school nutrition. The Nutrition Department of Seattle Public Schools is interested in having a community advisory group to provide voluntary support and recommendations to the department. These recommendations would reflect promising approaches and best practices in the field of nutrition and allow community input in matters pertaining to menu options, nutrition education, facilities & equipment, nutrition policies and research using a cost effective approach.

#### Number and qualifications of committee members:

13 committee members including the committee chair. All members shall be without fiduciary interest. Committee representation will be sought from the following: Community members, marketing specialists, business/industry or food service related individuals, agriculture/food systems professionals, child nutrition professionals, social service individuals with background in working with individuals from traditionally underserved populations including students of color and immigrant students, school administrators, Seattle Schools food service managers, high school students, researchers, Public Health/Community Health professionals, and policy makers.

#### Selection process:

Contact multiple community groups, local hospitals and clinics, marketing departments, school staff (principals and food service managers), service learning teachers, extension offices, school nutrition association, and Seattle King County Public Health. After all initial applications have been reviewed, committee members will be selected.

#### Responsibilities:

The committee will keep up to date on best practices in the field of school nutrition and advise on evidence-based nutrition information.

#### Scope of work:

The committee will provide recommendations on the following:

- The school breakfast and lunch menu (and after school snacks) as it relates to federal and state guidelines, regulations and district policy.
- Nutrition policy. Assist in the development of new policies and implementation/assessment of existing policies.
- Facilities and environment.
- Nutrition education in the schools.
- Review and advise on menu selection to include ethnic meals.
- Departmental budget- by lending insight and research into the price of meals pertinent to implementation of nutritional guidelines.
- Provide support in researching alternative food options for school meal programs.

- Assist with grant writing to support departmental goals.
- Assist in the development of evaluation tools for parent, staff and community that allows input surrounding Child Nutrition Services at Seattle Public Schools.

Manner and timing of expected work product:

This is an ongoing advisory committee and will not be expected to provide a final report. However, a bi-annual formal report will be issued to update stakeholders and all interested parties as to the work that is being done at the committee level.

Term of Committee:

Ongoing.

Length of term of individual members:

Member terms will last a minimum of one year. At that time, members may request continuation of their term for an additional one or two years. Recruitment for members of the advisory committee will be in the summer months with the annual commitment beginning in October of each year.

Staff support required:

The Chair will utilize the support of a college intern.

Reporting relationship:

The Chair will report to Anita Finch, Director of Child Nutrition for Seattle Public Schools.

Notification (formation of committee and committee reports):

- District website
- Written communication (via email) to the following relevant organizations and individuals: multiple community groups, local hospitals and clinics, marketing departments, school staff (principals and food service managers), teachers, extension offices, School Nutrition Association, and Seattle King County Public Health.
- Other possible methods include: district email lists, all media outlets (radio, print and television), postings in neighborhood centers, postings in public libraries, postings in clinics, postings in public housing, postings on school bulletin boards, notice to PTSA's, and postings in fitness centers and Parks department community centers.

Qualifications and criteria for selection:

- Representation of individuals with skills and experiences as outlined in the Scope of Work.
- Willingness to commit to monthly meetings and subcommittee work (approximately 5-10 hours per month).

Every effort will be made to ensure the committee is representative of the ethnic, socio-economic, and geographic diversity of the district.

Chair qualifications and contact info:

To be determined through pool of applicants.

Meeting schedule:

The meeting schedule for the 2007-2008 school year will be determined at the first Nutrition Advisory Committee meeting on Wednesday, October 17, 2007 from noon to 2 PM.