



Lincoln School Lunch

**Brooks Café
Smith Café
Hanscom Cafe**

December 6, 2017

TO: School Committee
Superintendent
Administrator for Business & Finance
FROM: Cathleen Higgins, Director of Food Services
SUBJECT: School Committee Update

The annual update on the Food Service program addresses several topics:

- DESE administrative Review
- Department of Defense Fresh Produce Program (DoD Fresh Produce)
- Local Produce: Kanner Orchards
- Food Handler Annual Training
- Food Safety and Sanitation inspection results
- SNA Annual Conference for Cafeteria PD
- Borrowing Updates – 12/6/2017
- Charging Policy
- Wellness Committee: SHAC
- Pizza taste testing
- Participation Rates YTD through 11/30/2017

DESE Administrative Review

We received the confirmation for the National School Lunch Program (NSLP) Administrative Review which is scheduled on March 8 & 9, 2018. In preparation, we are in the process of completing online assessments.

The auditor, Cynthia Sarapas, will arrive on Thursday at 9:00 am at the school lunch office in Hartwell. The Smith School site will be reviewed for lunch. We will be providing documentation for the following review month: January 2018. Once the auditor completes her review, we will receive the results and get back to the SC with a corrective action plan, if necessary.

DOD Fresh Produce Program

The Fresh Fruit and Vegetable Program (FFVP) provides all children in participating schools with a variety of free fresh fruits and vegetables throughout the school day. It is an effective and creative way of introducing fresh fruits and vegetables as healthy snack options. We order local Massachusetts grown produce as much as available. All the FFVP produce is of domestic origin.



We were eligible again this school year for this program because we spent over \$15,000 dollars in the USDA Foods programs (formerly referred to as the USDA commodity program). The produce is ordered a week in advance and arrives at Hanscom and at Brooks this year. We have a new vendor this year, HPC Foodservices, and there was a delay in the beginning of the program to mid-November. Because of the delay, the program will continue until May of this school year. The quality has been excellent and both café staff and students have been thrilled to have so many fresh fruit and vegetable options. Currently, red and green grapes and snack bags of sliced apples and baby carrots have been well-received. Brooks is experimenting with fresh cabbage and has developed a roasted cabbage wheel recipe that was delicious. Our initial allocation under the FFVP was \$3,982, of which we have spent \$922.13 to-date.

Fund Balance for NSLP

Federal Dollars represent a shared pot of money controlled by LINCOLN PUBLIC, MA

	State \$	Federal \$
Starting Balance	\$0.00	\$3,982.00
Spent, Previous Orders	\$0.00	\$922.13
Cost, This Order	\$0.00	\$0.00
Remaining Balance	\$0.00	\$3,059.87

Local Produce: Kanner Family Orchards

We were fortunate to be contacted by Dr. Steven Kanner, of Kanner Family Orchards, early into the school year about the possibility of using very local apples from his orchard in north Lincoln. Sandra Hillson, the Smith Café manager, and I went to meet Dr. Kanner for a tour. The orchard was able to provide school-size apples to use at all three school cafeterias. Lincoln School Lunch featured a flyer in the schools' newsletters as well as posters and menus featuring our local offering. The students had Macintosh and Northern Spy apples for the first few months of school.



Food Handler Annual Training

On Tuesday, November 14th, five Hanscom staff members attended the annual Food Handler's Training offered by the Hanscom Department of Public Health, in the Medical Squadron in Building 1900. The training is given by the Airmen who actually do our monthly inspections. It is a good opportunity to train new staff and those who may not have a current ServSafe training.

Food Safety and Sanitation Results

Hanscom receives monthly inspections from the Department of Public Health (DPH) on Base. FPCON Bravo status has impacted the way in which we hold, prepare, and receive food in the Hanscom café. We now have stricter guidelines to follow. The DPH places a strong emphasis on Food Defense. There are new forms to be completed upon receipt of food from various vendors.

Brooks and Smith received their first of three inspections this fall from the Concord Board of Health. All schools received an "Excellent" result. The results are posted in the cafeteria and on the Food Service pages on the website.

SNA Annual Conference for Cafeteria Professional Development

Cafeteria managers Lauren Braudis, Christine Sveistys, Tonia Gaines and Sandra Hillson recently attended the annual SNA Fall Conference on October at the Worcester Centrum. This professional development provides a great opportunity to meet our vendors and customer service representatives face to face, putting a face to a name rather than just an e-mail. It is a great professional development opportunity and the staff gets very excited about new options to offer to our students. We have been able to share several samples with our students on all three campuses.

Borrowing Updates – Charging

Negative Account Balances as of 12/06/2017

- Hanscom Total Students = 7, Total Amount Owed = \$32.00
- Brooks Total Students = 7, Total Amount Owed = \$37.99
- Smith Total Students = 4, Total Amount Owed = \$20.63
- District Staff Total Staff = 8, Total Amount Owed = \$22.36

The lunch program is happy to see such low balances on the district's Negative Account balances list. On several occasions, at the Smith school, we have had a few days with no negative balances at all. Students are served a full reimbursable meal of their choice, even when they are on the negative account balance list and over our limit of three lunches charged. Using the online payment system is a preferred option with parents and has helped keep the negative balances low. The online payment system offers features such as low balance e-mail alerts, automatic payments, and a free smart phone app for parents. This has had a significant effect in the reduction of borrowers and balances. The Lincoln cafeterias are virtually cashless, with zero deposits on several

days a week. We will be presenting our suggestions for district wide charging practices and procedures to the School Committee.

Wellness Committee updates – SHAC

The district has re-convened our Wellness Committee this school year, started by Mary Emmons and co-chaired by our school nurses, Maureen Richichi and Eileen Dirrane. We have met twice, in October and more recently on December 5th. The plan for the year is to look at the LPS Wellness Policy from 2006 and some review two prominent topics covered by the Wellness policy: Nutrition and Physical Activity. Current Committee members: Mary Emmons, Maureen Richichi, Eileen Dirrane, Mara Salis, Dan Pereira, Stacey Clarkin, Kevin Leahy, Karen Salvucci, Cathleen Higgins, and parents Jennifer Rocco and Captain Greg Case.

Pizza Tasting Testings – Request for Proposals Spring 2018

As a result of our travels to the SNA food show this fall, we were able to set up two pizza tastings in the district on each campus. The lunch program introduced a vendor who uses commodity cheese and delivers fresh, unbaked pizza that we prepare to order on site. The pizza meets all of the school lunch requirement for whole grain crust, low sodium sauce and cheese as well as the protein and grain requirements.

Lauren Braudis has been very interested in this option since our move into the new kitchen. We had a demonstration and taste sampling from the vendor on a Friday morning in late October. We invited the HMS office staff to come down and try it and were pleasantly surprised to be joined by both principals, administrative staff, various teachers, parents, pre-school children, IT and custodial staff. The pizza was so well received that we are offering it as a hot menu option for all the Hanscom students on Tuesdays throughout December.

In Lincoln, we had a sample day on Friday, November 17th, with a vendor from Bedford that we met at the SNA food show. The vendor came in with samples of the Dominos “Smart Slice” pizza that meets all our nutritional requirements for the NSLP. The same Dominos vendor provided the pizza for Steve Cullen’s Mentor Lunch at Brooks on Thursday, December 4th to get a more robust sample of taste testers with over 40 students and teachers who attended this annual event. The response was very favorable.

Participation Rates YTD FY2018

FY2016 Year To Date Participation

	BROOKS PARTICIPATION	SMITH PARTICIPATION	HANSCOM PARTICIPATION	AVERAGE PARTICIPATION
YTD June	45.84 %	52.85 %	49.24 %	49.31 %

FY2017

	BROOKS PARTICIPATION	SMITH PARTICIPATION	HANSCOM PARTICIPATION	AVERAGE PARTICIPATION
September-16	42.07 %	49.03 %	50.79 %	47.30 %
October-16	39.46 %	57.16 %	56.53 %	51.05 %
November-16	38.97 %	57.68 %	56.69 %	51.11 %
Average	40.17 %	54.62 %	54.67 %	49.82 %

FY2018

	BROOKS PARTICIPATION	SMITH PARTICIPATION	HANSCOM PARTICIPATION	AVERAGE PARTICIPATION
September-17	45.43%	53.95%	38.85%	46.08%
October-17	44.80%	57.17%	49.50%	50.49%
November-17	43.76%	57.91%	54.77%	52.14%
SC Report	44.66%	56.34%	47.70%	49.57%