



LINCOLN PUBLIC SCHOOLS
ACTION PLAN IN RESPONSE TO FOOD SERVICE EVALUATION COMMITTEE

SHORT TERM RECOMMENDATIONS

FSEC Recommendation	Proposed Action	Timeline	Resources and Key Personnel
1. Replace whole wheat pizza crust with white crust	Change pizza crust to white flour crust <i>Completed and ongoing process; working with Dominos corporate office to improve product</i>	March 20, 2009	Cafeteria Staff
2. Ensure that the menu includes the required number of grains each day	Eliminate pasta salad as a side dish on Fridays <i>Completed and ongoing</i>	May Menu 2009	Cafeteria Staff
3. Specifically identify vegetables on the menu each day	List vegetable options daily <i>Completed and ongoing</i>	April 2009	Cathleen Higgins
4. Occasionally offer soups as the vegetable of the day	Began with the Smith menu for April 2009 <i>Completed and ongoing</i>	April 14, 2009	Cathleen Higgins
5. Continue to serve a variety of fresh fruits	Listing seasonal fruits that we already serve on the daily menu <i>Completed and ongoing. March examples: kiwi, cantaloupe, clementines, bananas</i>	April 2009	Cathleen Higgins
6. Label foods more prominently on the service line	Use Dry Erase markers to label the sneeze guards; use small printed labels for portion control items <i>Completed and ongoing</i>	March 20, 2009	Cafeteria Staff
7. Take food temperatures upon delivery	Check temperatures of food upon delivery including milk and other perishables; keep log <i>Implemented and ongoing. Part of HACCP training</i>	March 20, 2009	Cafeteria Staff

8. More frequent offerings of vegetarian dishes	Completed and ongoing	April 2009	Cathleen Higgins, Cafeteria Staff
9. Portion sizes; Brooks and Hanscom increasing portion size for middle school	Review portion size requirements with DOE contact, Linda Fisher; attend DOE training on portion sizes Portion sizes increased Continuing with this school year	May 14, 2009 DOE training Portions increased June 2009	Cathleen Higgins, Cafeteria Staff
10. Brooks and Hanscom: institute a "Grab & Go" lunch option	Add "Grab & Go" menu options to the middle school menus both daily and monthly Ongoing. Very successful at all three schools this year FY10	April and May 2009	Cathleen Higgins, Cafeteria Staff
11. Secured storage areas	Door installed on the HMS storage area Completed	March 17, 2009	Facilities
12. Review staffing levels at Hanscom to bring labor hours/meal produced in line with standards	Decreased staff 8%, from 31 hrs/day to 28.5 hrs/day (5 staff) Reduce staff an additional 15%, to 24 hrs/day (4 staff) Being reviewed for FY10	February 2009 May 2009	Cathleen Higgins, Cafeteria Manager Hanscom
13. Increased accuracy of meal counts to decrease waste	Revised reporting process with X2 and Carolyn Cullinane Meet with principals and school secretaries to reemphasize importance of accuracy Adjustments in X2 allowed use as a daily reporting tool for meal counts	April 2009 September 2009 (start of next school year)	Cathleen Higgins, Cafeteria Staff, School Administrations Cathleen Higgins, School Administrations
14. Modify meal prices	Develop proposal to increase meal prices for SC consideration SC increased meal price to \$3.00 for FY10.	May 28, 2009 Implemented FY10	Cathleen Higgins, Buckner Creel



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LONG TERM RECOMMENDATIONS

FSEC Recommendation	Proposed Action	Timeline	Resources and Key Personnel
1. Use the Nutrient Standard Menu Planning system a. Use a new, more attractive menu template b. Employ a modified production record	Use upgraded Nutrikids menu planning software. <i>Recipe database in progress.</i> Change menu template -- <i>In development currently</i> Modify record -- <i>Completed and in use.</i>	<i>Delayed to Summer, 2010</i> <i>Delayed to Summer, 2010</i> By September 1, 2009	Cathleen Higgins Cathleen Higgins Cathleen Higgins
2. Work with pizza vendors to develop an acceptable whole wheat crust	<i>Ongoing process; contacted Dominos corporate</i> Distribute Pizza bids specs; include students in taste testing	October 2009 <i>Scheduled for May 2010</i>	Cathleen Higgins
3. Address serving line & time issues at Lincoln 5-8	Add a second serving line at Brooks. <i>Added second register line. Added ten minutes to 5-8 lunch period schedule.</i>	By September 1, 2009	Cathleen Higgins, Dr. Sharon Hobbs
4. Increase the length of time Brooks students have to eat lunch	Meeting with Dr. Hobbs to review schedule and consider options. <i>On hold. POS system with second register has improved overall speed of service.</i>	By September 1, 2009.	Cathleen Higgins, Dr. Sharon Hobbs
5. Install an Automated Point-of-Sales (POS) system a. <i>MyNutrikids.com online payment option</i> b. <i>School Committee POS Update</i>	Develop proposal for purchase & installation of POS system <i>On-line payment option provided. Staff Training throughout September</i> Completed	April 2009, for consideration in EOY purchases or for improvement initiative in FY11 Budget process. <i>Implemented October 2009</i>	Cathleen Higgins, Buckner Creel, Joe Dearden, <i>Carolyn Cullinane</i>

6. Have all foodservice staff ServSafe certified	10 of 11 staff trained currently Train new staff Recertify all staff as necessary Training for all staff completed.	October 2009 On-going March 2010	Cathleen Higgins, Cafeteria Staff
7. Arrange for staff training for Hazard Analysis Critical Control Points (HACCP)	Train all staff in HACCP (rigorous and logged control of food temperatures and sanitation from truck to plate) Professional Development training for all staff completed	October 2009 January 2010	Cathleen Higgins, Cafeteria Staff



**LINCOLN PUBLIC SCHOOLS
SCHOOL COMMITTEE REPORT**

FY 2010 FOOD SERVICE ACTIVITIES

Current Food Services Activities	Timeline	Resources and Key Personnel
1. Prepare for Department of Education Coordinated Review Effort/School Food Service Administrative Review	Spring 2010	Cathleen Higgins, Mark McDonough
2. Upload menus to Food Service site on LPS website	November 2009	Cathleen Higgins
3. Nutrition Education classes: First Grade Nutrition Breakfast, Hanscom Primary School; Brooks 6 th grade health class, menu planning for March's menu; Nutrition Education and Family event	January 2010 March 17 th , 2010	Cathleen Higgins, Melissa Nordstrom, HPS First Grade team, Hanscom Cafeteria Staff
4. Lincoln Girl Scout Troop "Green" initiative, to develop a "Green " program for the Brooks and Smith schools	Originally January 2010; on hold	Cathleen Higgins, Brooks parents
5. Variety of events catered by cafeteria staff: Welcome Back Breakfast, Community Breakfast, Institute Day, MS Conference, DOE conference, Town Meeting luncheon	September 2009 through March 2010	Cathleen Higgins, Cafeteria Staff
6. Development, training and implementation of cafeteria staff uniform policy	January 2010	Cathleen Higgins
7. School Health Initiative review for the Health Advisory Council	November 2009, March 2010	Cathleen Higgins, Council Members
8. Development and upkeep of Food Allergy Nutrition Label Binders for use by staff, nurses, and parents of students with life threatening allergies (LTA's)	September 2009 and ongoing	Cathleen Higgins, Lauren Braudis, Christine Saulnier, Sandra Hillson, School Nurses, Stephanie Powers
9. Facilitate / lead meetings with G4 Food Service directors to plan collaborative district efforts	January 13, January 27, February 10, March 3 rd , 2010	Cathleen Higgins, G4 Food Service Directors
10. Professional Development provided for cafeteria managers: DOE Training for Portion Control "Making It Count"; DOE Commodity use and Menu Development; Attended a recipe training and commodities food show to develop a wider variety of options for our commodity diversions for FY11	November 18, 2009, January 2010	Cathleen Higgins, Cafeteria Managers: Lauren Braudis, Christine Saulnier, Sandra Hillson



Lincoln School

Lunch

Brooks Café
Smith Café
Hanscom Cafe

To: Buckner Creel, Administrator for Business and Finance
From: Cathleen Higgins, Foodservice Director
Date: 3/11/2010
Re: Pricing Impact on Participation

Background

At the end of FY09, the School Committee decided to increase the price of a school lunch to \$3.00 per meal. This increase was implemented at the start of this school year, in September 2009. You asked me to review the impact of the price increase on the number of meals served.

Process

At our last monthly financial review meeting, we looked at ways to consider this information. After some discussion, we decided that the best measure of comparison would be the average number of meal served per day based on the average daily attendance. This statistic is known as the participation rate in school lunch programs. I accumulated the data for meals served, and the enrollment figures expressed as the average daily attendance at each serving location for the first six months of both this school year and the last. The table below shows the resultant statistics.

Comparison of Participation Rates FY09 vs FY10

Serving location	Participation FY09	Participation FY10	difference
Smith	51%	55%	4%
Brooks	36%	47%	11%
Hanscom	63%	60%	-3%

Aggregating meals served at all of the locations and dividing by the total district enrollment produces a participation rate for the district food service program.

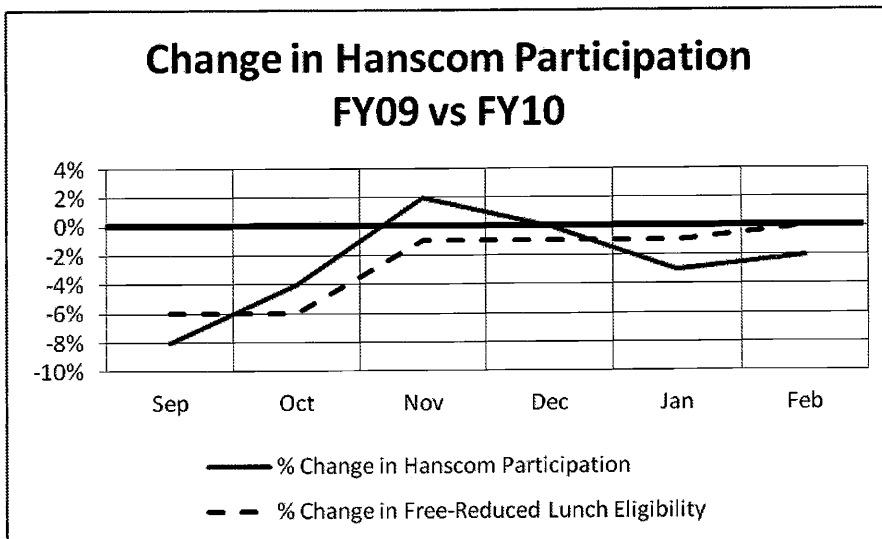
Serving location	Participation FY09	Participation FY10	difference
Program-wide	50%	54%	4%

This participation rate is below our target of 60%, and we will continue to look for ways to continue to increase participation at Brooks, within the constraints of the facilities available and time allocated for lunch.

Conclusion

As I look at the statistical information for each school, I am able to draw some conclusions. At Brooks, it is obvious that the changes in speedier service time with the point-of-sales (POS) system, as well as the increases in portion size, have had a dramatic positive impact on participation this year, in spite of the price increase. At Smith, the students have enjoyed the POS experience especially with the addition of their photos on the screen. The increased variety of fresh fruits and vegetables as well as locally grown produce has been very popular with the younger students. Therefore, we have seen a measurable increase in participation at Smith as well.

At Hanscom, I had initially expressed some concern over the potential negative impact of the price increase on that population. The results are not as significant as I had originally anticipated and in fact seem to be trending upwards over the course of the year to date. The graph below shows the participation rate for the first six months of the current school year. The dip in Hanscom participation in September and October of this year might very well be explained by the dip of 6% in the eligibility for the Free and Reduced Lunch program in the first two months of the school year.



All the factors that have contributed to Brooks and Smith's participation increase are coming in to play at Hanscom as well after the initial downturn. I am excited to see the results of our program changes making such a positive impact on the school lunch program on both campuses.