



## Lincoln School Lunch

Brooks Café  
Smith Café  
Hanscom Cafe

**To:** Buckner Creel, Administrator for Business and Finance  
**From:** Cathleen Higgins, Foodservice Director  
**Date:** Wednesday, October 14, 2009  
**Re:** Update on Implementation of Nutrikids POS system

The following paragraphs outline the activities required to implement the rollout of the Nutrikids Point of Sales (POS) system, called the "GoLive!" event, and provide the current status of the project.

### Summer Activities

- The District Implementation Plan began in late June with the purchase of the software and hardware.
- Joe Dearden and Carolyn Cullinane of the District IT office transferred the student database information to the NutriKids project manager.
- The student database was set up and verified. James Suttie downloaded the manager program on my computer and I began entering student data into accounts.
- The Nutrikids hardware arrived on Friday, September 11 and Joe Dearden and his IT staff on both campuses set up all the components.
- On September 16, MyKids.com was available for parents to begin to populate their students' accounts.
- Thanks to the admin team at Hartwell, a three-page mailing went out to all families in the district. This letter contained the student's LASID/PIN number, program information and MyNutrikids instructions along with helpful FAQ's.
- Website – Mark McDonough has been working on the NutriKids section of the school lunch page on the new website. He added our Nutrikids informational PDF's so that the school lunch program can use the website as a communication vehicle for the POS system and MyNutriKids.com. As part of the redesign of the district website, on the new homepage there is a link to the Mynutrikids.com site to make it easy for parents to make payments.

### Training

- Cafeteria staff training began on Wednesday, September 30<sup>th</sup>, 2009 with manager and cashier tutorials that we all did independently.
- Managers then trained staff on site with the cashier tutorials as well throughout the formal training, a daylong event held at Hanscom on Wednesday, September 30, with all café staff in attendance. Managers were also trained on additional administrative features of the program.

## Transition

- Ticket Sales – Tickets were sold at Hanscom for the 13 days of lunch service in September, and on the Lincoln campus for the 14 days until the GoLive!
- The cafeteria managers made efforts to contact any parent who sent in a payment larger than the remaining number of days. The correct number of tickets was distributed and then the remaining balance of payment was added to open the student's account.
- Leftover tickets from last year will be redeemed until they are gone. While it appears that most of the tickets are being used up quickly, some parents have chosen to add the remaining tickets to students' accounts, especially at the younger grades.
- Primary LASID/PIN cards – Smith K-4 and Hanscom Primary K-3 received ID cards with their LASID/PIN numbers, last name, first name and teacher's name. Joe Dearden and Carolyn Cullinane made an excellent team effort in developing this option for X2. The Reports tab in the student's database allows all admin staff to access it.
- Hanscom Primary – Randy Davis and Gale Winchester ordered business card holders on a lanyard for the primary students. We did a test run with the students wearing their cards to lunch on Tuesday, September 29. The students practiced on a mock pin pad in the lunch line. Each classroom was provided with a copy of the mock pin pad.
- Smith School – The students at Smith practiced their numbers in the serving line and at the register. Each kindergarten student was sent home with a copy of the mock pin pad with their LASID/PIN number attached so that they would be able to practice at home. Jeff LaBroad's class and Melissa D'Agostino's class practiced every day in their classes. Steve McKenna used the actual pin pad in a demonstration at and All School meeting before the GoLive! Day.
- Middle School LASID/PIN numbers – We eventually added the temporary cards for all the middle school students at both campuses as well. Students are able to remember the number quickly since they have the number readily at hand. No one can use anyone else's number since students have to confirm their name and identify themselves. By Thanksgiving, all students will have a photo that comes up on screen.
- CASE students – CASE students were entered into the database as non-active so that they will be in the uploaded database and now have a LASID/PIN number so they can purchase lunch in the cafeteria. The admin team entered the CASE student information in a way which will ensure they are not reported in the SIMS transmission. Thanks to Gale Winchester, Phyllis Custance, Lisa Ameruoso-Gecks and Carolyn Cullinane for working through these questions to insure that the CASE students can continue to participate on our lunch program.
- Staff meetings and communication – LPS faculty and staff received an e-mail with a letter to explain some of the procedures. Any teacher's question we could answer before the GoLive! Date helped to ease the transition for the students.

## Go Live!

- Go Live! Was scheduled for Thursday, October 1<sup>st</sup> at Hanscom and Friday, October 2<sup>nd</sup> at Brooks and Smith, and happened as scheduled. Nutrikids trainer Marie Quinn and Food Service consultant Mary Jo Cutler provide strong support.
- Lines were slow initially because students had a lot of questions and were not used to the pin pad.
- I moved an extra pin pad to Smith to accommodate the single serving line issue. Hanscom has three POS lines, Brooks has four POS lines and now Smith has two POS lines. This has helped speed things up at Smith. We also have the help of a parent volunteer, Jill Payne, who has a kindergarten student and a third grader. She volunteered for a few days to help the students as they entered their LASID/PIN number.

## MyNutrikids online prepayment system

- We have seen a strong response to the online system, with 326 parent accounts opened for 475 students. As of October 14, 416 payments with a combined total of \$23,711.15 were made online for students. Sample MyNutrikids administrator reports are attached.
- Also attached is a report from the POS system, which shows that 72% of the dollars which flowed into the School Lunch Revolving Fund came from online prepayments. The MyNutrikids online system is the overwhelming choice for payment.
- Brooks has 178 students with money on account : 60% saturation
- Hanscom has 246 students with money on account : 62% saturation
- Smith has 220 students with money on account : 68% saturation
- These numbers do not include the free students ( 64 students in the district representing 6.3% of population)
- A benefit of the online system is the increased visibility parents receive through the transaction reports. Two MyNutrikids reports for parents are attached, showing the account status and transaction history displays

## Notes on Nutrikids in practice

- All students with a life-threatening allergy (LTA) on both campuses have been entered into the Nutrikids system from information provided by the school nurses. A pop up screen comes up when an LTA student enters their PIN number to alert the cashier that this student has an LTA and lists what the allergens are in each case.
- Having money on an online account greatly speeds up the line for students. As familiarity with the LASID/PIN process increases, cash and tickets slow the line down. Students who do not know their number slow the line down as well.
- A small difficulty has occurred with the Nutrikids online system. If a family has a student in another district that has Nutrikids also, they need to use a different e-mail for LPS. This applies mainly to parents on both campuses with K-8 and high school students, and with some Boston parents. The two systems at the different districts do not link so that each account is discrete and secure. As a

work-around, many parents just use a secondary e-mail account or create a new one with yahoo or g-mail.

- Prepayments can be processed at the register but it slows down the POS line. Payments sent in the morning can be added before lunch begins. The system is updated twice a day before lunch and the information is exported to the serving lines automatically.
- Free and reduced lunch status is updated immediately upon approval of an application so that a student is eligible for lunch benefits that day.
- Free and reduced lunch status remains completely confidential since no tickets are used. Each student is identified by a code that only the cashier knows.

#### Financial information

- ACH transfers are received every Tuesday into the school lunch revolving fund directly; the process is working smoothly.
- Manager reports generate quickly and automatically at every school cafeteria..
- Daily cash out process is simplified at the cafeteria offices.
- DOE reporting and tracking is more accurate and instantaneous

## Quick Stats (Oct)

### Deposits

Count:	216
Sum:	10144.75

### Registered Accounts

Parents	326
Staff	3
Students	475

As of 10/14/2009

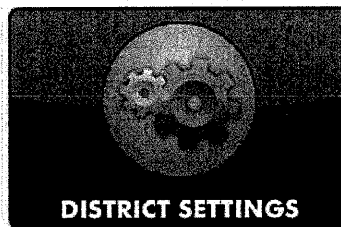


MyKids (Online Prepayments) Website Status: Active

### Welcome Back!

You are now logged in as Cathleen Higgins

[Logout](#)

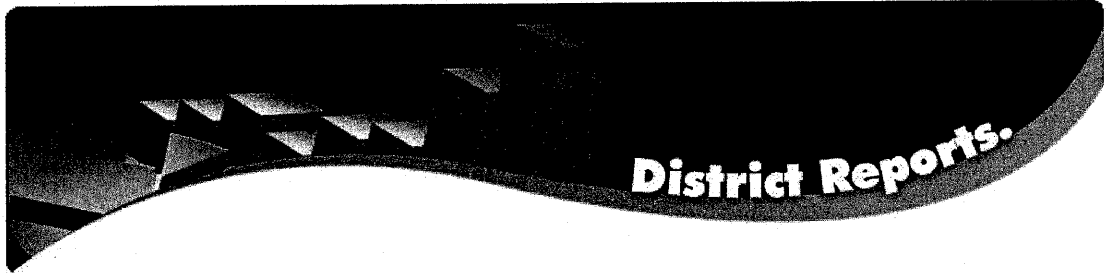
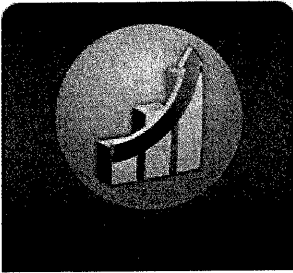


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**District Reports.**

Cathleen Higgins

**Monthly Summary**

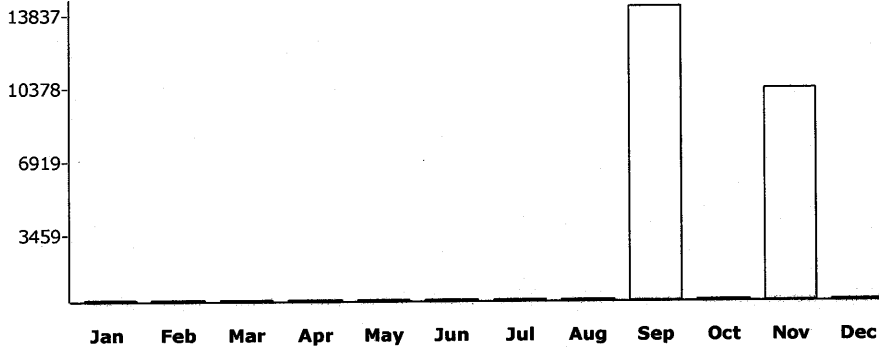
Please select a calendar year to view

Note: Only the current calendar year and the previous calendar year will be available. Amounts displayed are by date the payment was made (Central Time).

- MAIN MENU**
- PAYMENTS**
- ACH RECONCILIATION**
- MONTHLY SUMMARY**

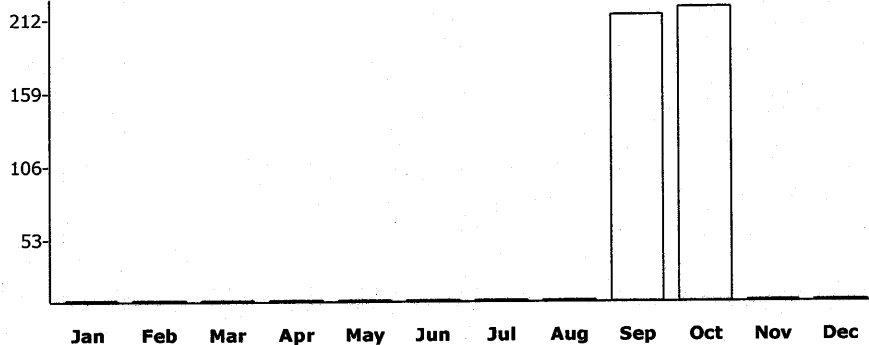
Month	Students	Student Total	Adults	Adult Total	Combined	Combined Total
January	0	0.00	0	0.00	0	0.00
February	0	0.00	0	0.00	0	0.00
March	0	0.00	0	0.00	0	0.00
April	0	0.00	0	0.00	0	0.00
May	0	0.00	0	0.00	0	0.00
June	0	0.00	0	0.00	0	0.00
July	0	0.00	0	0.00	0	0.00
August	0	0.00	0	0.00	0	0.00
September	206	13837.40	0	0.00	206	13837.40
October	210	9873.75	2	112.00	212	9985.75
November	0	0.00	0	0.00	0	0.00
December	0	0.00	0	0.00	0	0.00
<b>Total</b>	<b>416</b>	<b>23711.15</b>	<b>2</b>	<b>112.00</b>	<b>418</b>	<b>23823.15</b>

**Combined Total by Month (Month vs Dollars\*)**



\*Dollar amounts represented on graph are rounded to the nearest dollar.

**Combined Deposits by Month (Month vs Number of Deposits)**



# Lincoln Public Schools

## Prepayments

By Serving Line  
9/1/09 thru 10/14/09

Combined Total:

Station	Brkfst	Lunch	\$ Amt
00004 - BMS Line #1	0.00	2535.00	2535.00
00005 - BMS Line #2	0.00	232.50	232.50
00002 - HS Line #1	0.00	42.00	42.00
00003 - HS Line #2	0.00	1771.15	1771.15
00001 - SESLine #1	0.00	2767.75	2767.75
00 - Manager System	0.00	25970.55	25970.55
<b>Combined Total</b>	<b>0.00</b>	<b>33318.95</b>	<b>33318.95</b>

	Students	Adults	Total
Cash	1525.80	48.00	1573.80
Check	7910.00	12.00	7922.00
Charge	0.00	0.00	0.00
Online	23711.15	112.00	23823.15
<b>Totals</b>	<b>33146.95</b>	<b>172.00</b>	<b>33318.95</b>

MYNUTRICKIDS

Debt Repayment Totals:

	Breakfast	Lunch	Total
Free:	0.00	9.00	9.00
Reduced:	0.00	8.40	8.40
Paid:	0.00	295.80	295.80
<b>Total:</b>	<b>0.00</b>	<b>313.20</b>	<b>313.20</b>

# Lincoln Public Schools

## Prepayments

By Serving Line  
9/1/09 thru 10/14/09

*MANAGER SYSTEM*

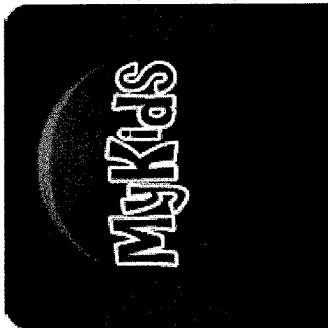
Total 0.00 25970.55 25970.55

	Students	Adults	Total
Cash	328.40	0.00	328.40
Check	1819.00	0.00	1819.00
Charge	0.00	0.00	0.00
Online	23711.15	112.00	23823.15
<b>Totals</b>	<b>25858.55</b>	<b>23711.15</b>	<b>25970.55</b>



**HOME MYKIDS PROFILE HELP**

**LOGOUT**



Buckner Creel  
*parent/guardian*

**MAIN MENU**  
**DEPOSIT MONEY**  
**PAYMENT HISTORY**  
**ADD CHILD**

**My Account**

ID#	Name	School	Balance	Transaction History
[REDACTED]	[REDACTED]	Brooks Middle School	144.00	<b>VIEW</b>

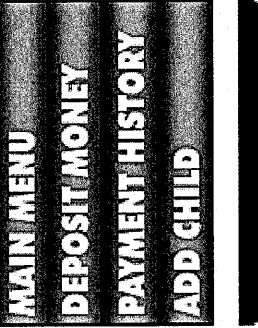
*↳ Student's name*

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Buckner Creel



**Transaction History Report [back] [view printable version]**

[Student's name]

**As of 10/14/2009**  
Available Balance: 144.00  
Pending Balance: 0.00

Lincoln Public Schools  
Brooks Middle School  
Grade █

**Posted Transactions - Last 30 days**

Date	Description	Amount	Tendered	Deposits(+)	Charges(-)	Balance
10/09/2009 12:06 PM	Lunch 1 Student Meal - 3.00	3.00	0.00	0.00	3.00	144.00
10/08/2009 12:05 PM	Lunch 1 Student Meal - 3.00	3.00	0.00	0.00	3.00	147.00
10/05/2009 05:30 AM	Deposit - MyNutrikids.com	150.00	0.00	150.00	0.00	150.00
10/02/2009 12:06 PM	Lunch 1 Student Meal - 3.00	3.00	3.00	0.00	0.00	0.00

**If you have any questions about this report, please contact:**

Cathleen Higgins  
781-259-9400 ext.5106  
chiggins@lincnet.org

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## Lincoln School Lunch

Brooks Cafe  
Smith Café  
Hanscom Cafe

**To:** Buckner Creel, Administrator for Business and Finance

**From:** Cathleen Higgins, Foodservice Director

**Date:** October 15, 2009

**Re:** Lunch Price Increase Impact

### **Lunch Price Increase Benefits**

- The price increase allows us to continue to build our relationship with local farmers. We have access to locally grown produce but it was cost prohibitive under our former pricing structure. We are currently ordering almost very week from the local farmer.
- We are receiving our bread daily delivered fresh by local bakeries.
- We have increased the portion size at the middle school level and are offering larger servings of students' favorites as indicated by the student survey result.
- We are offering a variety of pizza toppings including cheese, pepperoni, and vegetable.
- We are offering a wider variety of fresh fruit such as local apples (Jonamacs, Honey Crisps, and Paula Red).
- We are use a wider variety of fruits (such as cantaloupe, honeydew, and watermelon) in greater quantity to increase the student's choices.
- The students at each of the schools prefer fresh vegetables to canned and frozen options as shown by the surveys. The price increase has allowed us to offer a wider variety of fresh vegetables as a daily offering such as a garden or Caesar salad. We are offering additional sliced fresh veggies such as cucumber wheels and broccoli florets in addition to our usual carrot and celery sticks on a daily basis.
- We are offering some homemade desserts periodically throughout the month. A big favorite with the kids was our strawberry cake.
- We are offering a wider variety of hot entrees with an increased selection of daily alternates.
- The increase in price has allowed us to reintroduce the salad bar and deli bar rotating throughout the year at Brooks and daily at Hanscom.
- We have introduced Grab & Go options to all the cafes, based on a FSEC recommendation. These self-contained lunches are popular with the students and speed up the line.
- All lunches include a choice of a 10 ounce milk with new flavors to be introduced.

### **Milk Price Increase Benefits**

- We are offering a 10 ounce milk to all the students for the price of \$.75. We will also be offering the milk in the vending machines for students who bring their lunch. The new milk recipe uses natural cane sugar rather than the high fructose corn syrup in most school milks.