



LINCOLN PUBLIC SCHOOLS
SCHOOL COMMITTEE REPORT

FY 2013

Food Services Activity	Proposed Action	Timeline	Resources and Key Personnel
1. Continue to implement practices consistent with the standards established by the Healthy U.S. Schools Challenge.	April 2012 Hanscom Silver Medal Submittal; Approved by State Agency; submitted to the USDA regional office	December 2012 Application results pending	Cathleen Higgins, Cafeteria Managers (Lauren Braudis, Christine Saulnier, Sandra Hillson)
2. New Meal Pattern Requirement Certification	Submitted Worksheets for Certification; October 2012; Received Certification effective October 1 st , 2012	October 2012 to present - in compliance -small adjustments in addition to HUSSC menus	Cathleen Higgins, Cafeteria Managers (Lauren Braudis, Christine Saulnier, Sandra Hillson)
3. MySchoolBucks.com	Introduction of new online payment system; good feedback from parents on new features; strong participation rate; virtually cashless	November 28 th , 2012	Cathleen Higgins, Buckner Creel, Joe Dearden
4. SNS Certification	August 2012 Exam; Certified	September 2012	Cathleen Higgins
5. Catering events: Welcome Back Breakfast, Institute Day	Variety of events catered by cafeteria staff	September 2012 through January 2013	Cathleen Higgins, Cafeteria Staff
6. DESE Virtual Gateway	Online Tool for Direct Certification; Used for DESE Verification reporting; X2 based application	September 2012 January 2013	Cathleen Higgins, Buckner Creel, Carolyn Cullinane
7. Professional Development provided for cafeteria managers: SNA Conference	School Nutrition Association Annual Conference	October 2012	Cathleen Higgins, Cafeteria Managers (Lauren Braudis, Christine Saulnier, Sandra Hillson)



Lincoln School Lunch

Brooks Café
Smith Café
Hanscom Cafe

January 24, 2013

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

Healthier US Schools Challenge (HUSSC) – Hanscom – Silver Level

At the Hanscom cafeteria, Lauren Braudis and her team implemented a HUSSC Silver menu in March of 2012, complete with menus, recipes and nutrition labels. We submitted our HUSSC application in April 2012. We received notice in September 2012 that our application had passed the DESE review and had been submitted to the regional USDA office. We are hoping to hear good news very soon.

The overarching goal of the HUSSC is to improve the health of the Nation's children by promoting healthier school environments. To help meet the goal, FNS identifies schools that have made changes to the school nutrition environment to:

- improve the quality of the foods served
- provide students with nutrition education
- provide students with physical education and opportunities for physical activity

Healthier US Schools must also have a local school wellness policy as mandated by Congress. Local school wellness policies support the HUSSC initiative and affirm that schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity.

Benefits of participating in (HUSSC) include:

- A leadership role for schools in helping children to make healthy lifestyle choices
- Improved nutrition and food quality of menus
- Increased Food Service meal program participation
- Improved staff moral
- Positive perception of School Meals and Health Programs in the Community
- Establishment of Internal and External Partnerships for Health Promotion

Four levels of superior performance are awarded: Bronze, Silver, Gold, and Gold of Distinction. To qualify for the awards, a school must submit a formal application and meet basic criteria set forth by the U.S. Department of Agriculture, Food and Nutrition

Service (FNS). The HUSSC criteria reflect the recommendations of the *2005 Dietary Guidelines for Americans* and the Institute of Medicine (IOM) published recommendations (April 2007) for foods that should be served in schools, outside of the organized school lunch meals.

New Meal Pattern Requirements – 6 Cents Certification

The additional performance-based funding provided through the Six (6) Cents Certification is district-based and all menu types within the district must be submitted for certification and approval. Every unique lunch menu type offered must be listed and recorded on a worksheet, using a new worksheet for each menu. School Food Authorities (SFA's) must demonstrate compliance with the lunch meal pattern requirements in effect at the time our district applied for certification. **Schools that are certified receive an additional reimbursement of 6 cents per meal served.** In our case, serving approximately 80,000 meals per year, we could receive an additional \$4,800. More importantly, this certification process verifies that we are compliant with the new nutrition guidelines.

We used a week's menu from the October's menu for each school cafeteria in the district, and submitted the certification documents on October 9, 2012 to the State Agency. We attested that the aforementioned SFA and all schools under its jurisdiction operating the National School Lunch Program authorized under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq), and/or the School Breakfast Program authorized under the Child Nutrition Act of 1966 (42 U.S.C. 1773), are in compliance with the meal pattern requirements in effect for School Year 2012-2013, as set forth in 7 CFR Part 210.10 and 220.23, as applicable. In addition, for School Year 2012-2013, we attested that:

- Documentation submitted for certification is representative of the ongoing meal service within the SFA
- The minimum required food quantities for all meal components are available to students in every serving line
- All labels and/or manufacturer specifications for food products and ingredients used to prepare school meals indicate zero grams of *trans* fat per serving

Certification Deferrals. Since we completed the Certification submittals for October's menu, we began adjusting the menu for November to lower the calories at Smith, where average daily calories on the worksheets submitted were 6 calories over the maximum allowable. Here are some details of the actions that we have taken to reduce average daily calories to be within the minimum and maximum range.

- Looking for more reduced fat and low fat options in prepared foods
- Looking for reduced sugar options in grains
- Increasing whole grain options in all grain items
- Adding skim milk or reduced fat cheeses where available
- Testing recipes such as Macaroni and Cheese or Spaghetti Sauce recipes with vegetable puree to reduce overall calories Website: <http://www.hooray-puree.com/about-us>

- Adding butternut squash or pureed cauliflower to recipes to lower fat content
- Adding shredded carrots to spaghetti sauce to increase nutrient density
- Testing meatless recipes with credible meat alternatives – considering “Meatless Monday” menu option

These changes will keep us within the minimum and maximum range at all of our schools and correct Smith’s variance.

Once this deferral was approved, we received notice that we were certified as in compliance. We received retroactive reimbursements for October and have received the additional reimbursements for November and will continue to do automatically so going forward. An attestation has to be re-submitted at the beginning of each school year to continue to receive the six cents per meal additional funding.

Introduction of MySchoolBucks.com

Starting after Thanksgiving, on Wednesday, November 28th, our school district began offering **mySchoolBucks**, a convenient and secure online payment and parent information portal which replaces the former MyNutrikids online payment system. With **mySchoolBucks**, parents and staff can deposit money into one or more student or adult accounts. Parents were able to access the new system on Friday, November 30th.

Improved Benefits to parents:

- Set up automatic recurring payments
- Automatically add money to a student’s account when the balance runs low
- Low balance e-mail notifications
- Ability to view purchases for the past 90 days

Things to know about mySchoolBucks:

- MySchoolBucks has the following payment methods available for use:
 - Visa®
 - Mastercard®
 - Discover®
- Parents may fund up to \$120 per student, but a family may pay for all of their students on a single transaction.
- The convenience fee per transaction was changed to \$1.95.
- The MyKids (MyNutrikids.com) Service Agreement was replaced with an agreement from Heartland Payment Systems. This agreement covers provisions from each of the credit card brands, as well as various legal requirements.

The new system received good feedback from parents on the new features. The strong participation rate has made our food service almost completely cashless.

School Nutrition Specialist Certification

LINCOLN EMPLOYEE RECEIVES NATIONAL CREDENTIAL

Cathleen Higgins, has earned the credential, School Nutrition Specialist (SNS), the highest credential in the School Nutrition profession. Mrs. Higgins is the Director of Food Services for the Lincoln Public Schools, in Lincoln, Ma.

Mrs. Higgins has met the academic and experience requirements as well as demonstrated competency through successfully passing a national standardized exam for the school nutrition profession. Mrs. Higgins is one of over 1,000 professionals who have earned this designation.

This credential is offered through the School Nutrition Association (SNA), a nonprofit organization of over 55,000 members that encourages the highest standards in school nutrition programs. This credential recognizes those who have obtained a high level of professional achievement.

Direct Certification of Free and Reduced Lunch eligibility

Direct Certification is the process under which the Local Educational Agencies (LEA's) verify children who are members of the households receiving assistance under the Supplemental Nutrition Program (SNAP), TANF/TANFDC or FDIPR as eligible for free meals without further application, based on the information provided by the state agencies administering those programs. By law, all LEA's participating in the National School Lunch Program must utilize the direct certification process. Up until recently, direct certification was a semi-automated process involving cumbersome downloads and manual checking with our local databases.

The Virtual Gateway is an internet portal designed by the Executive Office of Health and Human Services to provide the general public, medical providers, community based organizations and EOHHS staff with online access to health and human services. By consolidating information and online services in a single location on the Internet, the Virtual Gateway simplifies the process of connecting people to critical health and human services programs and information.

Buckner Creel and Cathleen Higgins were chosen by the Superintendent to be the Virtual Gateway users for the district. They attended DESE training for the Virtual Gateway in August. Carolyn Cullinane provided a valuable resource in setting up the X2 database spreadsheet to upload for compatibility with the Virtual Gateway. This system allows the district to upload the student database to the EOHHS to determine free or reduced lunch eligibility automatically by direct certification. This matching upload has been performed several times since the beginning of the school year. Direct Certification matching is required at least three times per school year.