



Lincoln School Lunch

Brooks Café
Smith Café
Hanscom Cafe

January 20, 2020

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 Procurement Review
- DESE Administrative Review
- USDA Commodity Purchases – Changes in ordering and delivery systems
- Department of Defense Fresh Produce Program (DoD Fresh Produce)
- Local Produce: Kanner Orchards
- Food Safety and Sanitation inspection results
- Borrowing Updates – 01/22/2020
- Nutrition in the Classroom – Wellness 2.0; Kevin Leahy
- Hanscom PTO Community Dinner – April 6th, 2020 “Pasta for Patriots”
- Lincoln Building project new kitchen and temporary kitchen design planning
- Manager of the Year Award – Sandra Hillson at Smith
- Professional Development for Cafeteria Staff
- New Food Code Training – February 2019
- Participation Rates YTD through 12/30/2019

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.

This year, the produce is ordered a week in advance and arrives at Hanscom, Smith and Brooks. Currently, apple slices, baby carrot snack bags, green pepper wheels, celery sticks, broccoli trees, ruby red grapefruit, grape tomatoes and roasted red bliss potatoes have been well-received. Our initial allocation under the FFVP was \$5,272, and we have spent \$3,167.56 YTD.

Fund Balance for NSLP

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

| | State \$ | Federal \$ |
|-------------------------|----------|------------|
| Starting Balance | \$0.00 | \$5,272.00 |
| Spent, Previous Orders | \$0.00 | \$3,167.56 |
| Cost, This Order | \$0.00 | \$0.00 |
| Remaining Balance | \$0.00 | \$2,104.44 |

Local Produce: Kanner Family Orchards

We continued our association with our local Lincoln orchard, run by Dr. Steven Kanner, of Kanner Family Orchards. As a new featured item this school year, we were able to offer fresh local orchard peaches at the tail end of the season. They were very popular. Sandra Hillson, the Smith Café manager, and I picked up apples at the orchard for use in all three schools. 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 Safety and Sanitation Results

Hanscom receives monthly inspections from the Department of Public Health (DPH) on Base. FPCON Bravo status continues to impact the way in which we hold, prepare, and receive food in the Hanscom café. The DPH places a strong emphasis on Food Defense. There are new forms to be completed upon receipt of food from various vendors. Due to the quality standards at the HMS kitchen, DPH has decided to change the routine inspections from monthly to bi-annually. The cafeteria staff is very proud of their food safety and sanitation standards.

Brooks and Smith received their first of two 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.

Borrowing Updates – Charging

Negative Account Balances as of 1/22/2020 are \$93.14. This represents 18 students from 13 families from all three cafeterias.

- Hanscom Total Students = 14, Total Amount Owed = \$85.89
- Brooks Total Students = 2, Total Amount Owed = \$4.25
- Smith Total Students = 2, Total Amount Owed = \$3.00
- District Total Students = 18, Total Amount owed \$93.14
- District Staff Total Staff = 9, Total Amount Owed = \$43.31

The lunch program is happy to see such low balances on the district's Negative Account Balances list. Once again, there were zero negative student balances at the end of FY19, as was the case at the end of FY18. On several occasions, at the Smith school and the Brooks 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.

Cafeteria updates

Brooks and Smith

This year, we have a new cafeteria manager at the Brooks café. LaRonda Shedd. She is very capable and had been very well trained during her years of service at the Smith cafeteria. Congratulations to LaRonda on her promotion to manager. LaRonda has many exciting ideas as we prepare for the new kitchen.

We are beginning the process of purging and downsizing at Brooks and Smith to prepare for the move to the temporary kitchen. We have been able to consolidate our storage areas in preparation.

Smith

Sandra Hillson, our Smith cafeteria manager, was chosen as the Massachusetts School Nutrition Association manager of the year. She was recognized at a ceremony at the annual SNA meeting in Worcester with a plaque. Sandra was also recognized at an all School meeting with all the Smith students and staff.



Vegetarian Menu Options

We worked to add more vegetarian options on our menus in the district. We have offered a vegetarian burger option as a menu item as well as a daily alternate at Brooks. Sales have been steady throughout the school year so far. Each day, we feature three daily alternates that are vegetarian. The options are meatless but not vegan. We offer a hot toasted cheese sandwich and two cold options that are our popular "Grab & Go" choices, Bagel & Yogurt lunch, and our PBJ Lunch. Over the last few months, we have tried a variety of vegetarian options in the district such as black bean burgers, baked potato bars, fresh veggie pizzas on Fridays, Pasta Alfredo, stuffed crust pizza daily, French toast sticks, mini bagel pizzas, hot pretzel lunch, Bean & cheese quesadillas. They have been well-received by students.



Hanscom Café

Christine Sveistys was promoted to the Hanscom cafeteria to start this school year. Christine took her invaluable experience as the Brooks cafeteria manager to bring a fresh approach to the challenges of our largest kitchen in the district. She and her new head cook, Julie Gonzalez, have settled in quite nicely and are putting their creative talents to work in the kitchen.

As usual, the Hanscom staff went above and beyond with festive holiday celebrations. Halloween was a particular favorite of our students with all the slightly scary decorations. The menu was a yummy hot lunch complete with an orange Italian 100% juice ice and a fresh baked whole grain cookie as a treat.



Hanscom Students

Nutrition in the Classroom – Wellness 2.0; Kevin Leahy

As part of an 8th grade extension class with Kevin Leahy, I have been working with students to inform them about the cafeteria and our approach to wellness. The class is tasked with considering overall school wellness. The students were very receptive and had several excellent suggestions. We discussed nutrition guidelines and menu planning.

Hanscom Primary Students – 2nd and 3rd Grade. Art teacher Mary Sullivan kindly decorated our cafeteria with Food Art recently from our featured 2nd and third grade artists. We are enjoying three-dimensional paper pizza slices all around our cafeteria serving line. The students enjoy seeing their art work displayed near the inspiration!

Hanscom PTO Community Dinner – April 6th, 2020: “Pasta for Patriots”

This annual event started last school year as a response to a community need during the government shutdown. It was so well received that we participated again in the Spring. Now we have scheduled the next event with the Hanscom PTO in the Spring of this school year.

Cafeteria staff prepares food in two groups for the Hanscom school families. The school and PTO donate food and we use the HMS kitchen and cafeteria staff to prepare it. Parents and teachers usually serve. We will break it into two sessions again with HPS coming from 5:30-7:00 and HMS coming from 7:00-8:30. There will be spaghetti, meatballs, pizza, salad, bread, drinks and dessert free of charge for all families.

DESE Audits

Procurement Review – November 12th, 2019

This review of our procurement processes was completed this fall over a four-month period. The DESE auditors indicated a variety of forms, contracts and bid information needed to be uploaded to the website. Once the auditors reviewed our submittals, they came to do an onsite visit to finalize the audit. After the visit in November, we received a corrective action plan. This was submitted in late December and all actions were corrected and addressed.

The auditors were very helpful and the entire process was a learning and training opportunity. This was the first time in my 25 years in school food service that I have had a procurement review. The review cycle is every four years.

Administrative Review – March 2nd and 3rd, 2020

We are also preparing for our administrative review. Our last review was completed in March of 2018. The selection process is random but we were chosen again to complete

the review process. The review cycle is every four years. I began submitting documents in September once we were notified of the date of our review.

This review used January 2020 as the audit month. The school cafeteria chosen for the audit is the Hanscom cafeteria. I submitted the menu and the production records for the week of January 13th through January 17th, 2020. The reviewer will make an office visit as well as.

DESE programs

USDA Commodities

This year there was a major change in the ordering for the DESE “Brown Box” commodities. The DESE has given the entire state’s allotment to Gordon Foodservices. The vendor can deliver to us on a weekly basis as long as we meet the 20-case minimum. I check their website for commodity availability several times a week. Once a commodity item is released by the DESE, I can order the items for delivery to the HMS’ kitchen. Once there, we distribute it as needed. This has helped us go from a once a month, 100 case delivery, to a little over 20 cases a week or every two weeks. It helps me with the menu planning as well as usage and product rotation.

- Implemented NOI (“net-off-invoice”) system for commodity diversion -- very effective in managing inventory
- Utilized supplemental commodities in menu planning throughout the school year

FY2020 Entitlement Plan

09-157 Lincoln

| | | | | Fiscal Year | 2020 ▼ |
|--------------------------------------|----------------------|-------------|------------------|-----------------------|-------------------|
| Component | Due Date | Disposition | Disposition Date | Estimated Entitlement | Allocated Dollars |
| | | | | 21,086.60 | 0.00 |
| Brown Box Survey | 03/15/2019 Closed | Submitted ▼ | 02/15/2019 | | 12,028.15 |
| Diversion Survey | 03/15/2019 Closed | Submitted ▼ | 02/15/2019 | | 3,704.50 |
| DoD Fresh Commitment | 03/15/2019 Closed | Approved ▼ | 02/19/2019 | | 5,272.00 |
| Less Total Planned | | | | | 21,004.65 |
| Remaining | | | | | 81.95 |

Direct Certification of Free and Reduced students

- Completed monthly; three times annually is required.
- Manual Direct Certification, as needed, is completed as individual students enter the district.

Training and Professional Development

- Staff – Training logs to meet Professional Standards
 - Scheduled Annual mandated training for permanent employees and subs
 - Scheduled Epi-pen training on both campuses completed with school nurses
 - Scheduled ServSafe training for café staff in the spring
 - New Food Code Training – February 2019
 - Allergen Certification- completed online by the majority of the staff
 - Developed Excel spreadsheets for Timesheets and Meals per Labor hour
 - In use at all three schools
 - Each employee completes his/her own timesheet, signing in and out on the Café office desktop computer.
 - Has helped to increase accuracy and allow for faster submittal and completion of payroll
 - Developed Training Tracker to meet DESE audit and School Nutrition Association (SNA) requirements
- Director
 - SNA conferences attendance – Fall and Spring
 - DESE trainings for Procurement and Administrative reviews
 - SNA webinars
 - John Stalker Institute webinar series
 - CEUs required 12 hours – Actual hours 25.75

FY21 Goals

- Brooks and Smith consolidation move to temporary kitchen at Smith
 - Service schedule
 - Modified menu
 - Staffing
 - Food safety and sanitization certification
- Social Media Outreach – Instagram, Twitter for School Lunch
 - Social Media: Instagram: Lincoln_Lunch_lady_land

- Use of private account open to students, staff and parents to view photos of the cafeteria food and staff
- Recommend improvement initiatives for Café managers
- Develop and implement Café employee handbook
- Wellness Policy – participate in the School Health Advisory Council; set up and pass policy
- Implement annual Student Survey for middle school students on both campuses during March National Nutrition Month
- MUNIS training
- Introduction of sustainable fresh and frozen seafood to the district.

Participation Rates YTD FY20

| FY19 | BROOKS PARTICIPATION | SMITH PARTICIPATION | HANSCOM PARTICIPATION | AVERAGE PARTICIPATION |
|------------------|--------------------------------|-------------------------------|---------------------------------|---------------------------------|
| September -18 | 58.91% | 48.72% | 48.88% | 52.17% |
| October -18 | 53.79% | 53.25% | 54.81% | 53.95% |
| November -18 | 60.73% | 49.13% | 52.33% | 54.07% |
| December - 18 | 60.38% | 49.46% | 45.62% | 53.00% |
| SC Report | 58.45% | 50.14% | 50.41% | 53.00% |

| FY20 | BROOKS PARTICIPATION | SMITH PARTICIPATION | HANSCOM PARTICIPATION | AVERAGE PARTICIPATION |
|------------------|--------------------------------|-------------------------------|---------------------------------|---------------------------------|
| September -19 | 33.23% | 48.79% | 46.05% | 42.69% |
| October -19 | 51.89% | 53.34% | 49.86% | 51.70% |
| November -19 | 54.12% | 50.11% | 50.16% | 51.46% |
| December - 19 | 52.50% | 47.59% | 50.65% | 50.24% |
| SC Report | 47.93% | 49.96% | 48.53% | 49.02% |

We have been tracking a decrease in participation this school year and are making efforts to address it. I have developed a menu tracker for each school that tracks our daily menu offerings. This creates a year to date metric to improve our menu planning. We analyze servings and also track field trips and absences.

We have also begun offering new additional daily alternates to appeal to a wider group of students. My staff has been going out into the cafeteria after a service period to ask students what they think about the lunches and is also soliciting feedback on new items we are offering. The cafeteria staff often offers samples of new menu items to students who may not otherwise try something new.

The Brooks café staff is working on attracting students to come in at lunch time to purchase lunch. The students have a flexible schedule at lunch time and have a variety of activities to choose from scheduled during that period. When we have an indoor recess, we see a marked increase in participation.