



September 17, 2019

Time: 1:00 pm

Mission: *The mission of Fleming County Schools is to unite with family and community to provide an equitable, high quality education that meets the needs of each student in a caring and safe learning environment, which will ensure that students become successful throughout life. Fleming County Schools...Where Kids are First and Learning Never Ends.*

Department	Component	DRI	Status
Opening	<ol style="list-style-type: none"> <li>1. Celebrations</li> <li>2. Recognitions</li> </ol>		
School Nutrition	<ol style="list-style-type: none"> <li>3. <b>INVENTORY</b>                      Hand Outs August, 2019.                      Please keep in mind that 7 days of inventory are all that is needed in stock because we get a truck every Friday.  <u>Inventory that has more than 10 days is something that should only happen if we are out of school suddenly for weather or sickness.</u> </li> <li>4. <b>FINANCIAL REPORTING</b>                      No Hand Outs due to Finance Officer not closing the month yet.                 </li> <li>5. <b>HEAD START @ EWING, FES &amp; WARD</b>  <b>MENU HAND OUTS</b>                      Projected starting date is October 1<sup>st</sup>. Students will be eating Breakfast, Lunch and also be provided a snack. The difference with Head Start and Preschool students is they do not co-mingle and can only be served what is on the menus...nothing to be added and nothing to be subtracted. They are definitely pre-plated                 </li> </ol>		



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	<p>and we will be reimbursed like Contract Meals at the Middle School. You will use the Contract Key and Mary will be coming around to train you on this. I WILL LET YOU KNOW WHEN I HAVE THE EXACT TIME OF BEGINNING. I do not have a contract signed as of yet.</p> <p>6. <b>FARM TO SCHOOL PRODUCE</b> Orders for Leon Esh are due every Thursday. <b>NO MORE DOD ORDERS/CREATION GARDEN.</b> We have \$2,100.00 left but will use it for fruit during Testing.</p> <p>7. <b>KELLOGG'S DISPENSERS</b> The representative from Kellogg's was at August CKEC meeting and offered free dispensers for mini Rice Krispie treats. These will sell for 25 cents and the key has been set up in Café. Please use the free dispensers to display Rice Krispie products in. Statistics show that students will buy 25% more product if displayed in clear containers with logo on it. <b>GFS ORDER NUMBER: 565002</b> In Order Guide.</p> <p>8. <b>RUNNING OUT OF ITEMS</b> We have had several schools that are running out of products consistently. <b>PLEASE USE YOUR PRODUCTION</b></p>	
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	<p><b>RECORDS</b> when ordering grocery list each week and order extra instead of too short. <b>Also, please let Mary Masters know when you run out of products BEFORE you call another Manager. The reason being Mary documents which school needs what and will find the product for you if another school has it. Mary gets mileage to travel from school to school &amp; will also make sure the school loaning product is paid back. Part of Mary's job duties is to assist each school with any part of operation that is not running smoothly.</b></p> <p>9. <b>HEALTH-E – WRONG ITEM NUMBERS Handouts PLEASE USE THIS HANDOUT WHEN PLACING ORDERS IN GFS.</b></p> <p>The only schools that need to use exactly what is on Production Records is Ward Elementary and FCHS. This is only for <b>WEEK #1 – THE REVIEW WEEK.</b> The rest of the weeks and for the rest of the schools, we can be much more flexible in what we are doing. Here are some changes that I have given you:</p> <p><b>1% white milk at all school except for Ward and FCHS.</b></p> <p><b>Amoy non WG rice can be used at ALL schools on Week</b></p>		
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	<p><b>2, Friday. FCHS must use the WG MIHN rice on Monday, Week 1.</b></p> <p><b>Cinnamon Rolls – ALL schools can use the General Mills cinnamon rolls.</b></p> <p><b>Tortilla Wraps – K-6 and 7-8 may use the 8” wrap instead of 10” wrap.</b></p> <p><b>Eggstravaganza GFS number is on the handout.</b></p> <p><b>Hawaiian Roll GFS number is on the handout.</b></p> <p><b>Grilled Chicken Breast will be used instead of USDA Roasted Chicken pieces as we are out of product for the year. Number is on handout.</b></p> <p><b>We will use Sloppy Joe mix from JTM instead of Chili without beans when serving hotdogs. Number on handout.</b></p> <p><b>5” sub bun can be used at K-6 and 7-8 schools instead of 10” sub bun on Week 1. Number on handout.</b></p> <p><b>The Farm to School Hamburger is ONLY FOR THE HIGH SCHOOL. I have reached out to Health-e trying to get the Advance Pierre hamburger corrected with no success. Please disregard the</b></p>		
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	<p>instructions on hamburger recipe for K-6 and 7-8 menus. Advance Pierre hamburger number on the handout.</p> <p><b>CHICKEN BURGOO:</b> Please note that the cooking instructions for Chicken Burgoo is heating up this product only. It has already been cooked similar to our chili. The recipe instructions have to boil in bag to 165 degrees (or heat in combi ovens to 165) but then recipe says to bake in oven to 165. I believe this is an error. The bottom line is product needs to be brought to 165 degrees <b>ONE</b> time and then held for service.</p> <p>Also, we will not be placing another order for Burgoo until November or December so Mary will be taking some cases from schools that have lots of cases of product to schools that don't have as much.</p> <p>10. <b>NON COMPLIANT ALA CARTE ITEMS – HANDOUTS</b> The items on this list <b>CANNOT BE SOLD AS SECONDS/ALA CARTE</b>. Please have this list by cashier Point of Sale so that no students buy these items.</p> <p>11. <b>MENU SUBSTITUTIONS</b></p>		
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	<p>Please fill out a menu substitution for all things substituted on the menu. <b><u>**All main entrée menu substitutions must have my approval the day before this happens or at the very latest, the day being served.</u></b></p> <p>12. <b>GFS TEMPERATURE LOGS</b> Please use the temperature log sheets every Friday when GFS delivers products. Ask the driver what the thermometer is reading for cooler and freezer unit of the truck. Document on temperature log along with signature. This will be our documentation to USDA that products are the correct temperature for USDA commodity products and all the other products as well.</p> <p>13. <b>New attendance percentages for DAILY EDIT CHECKS as of August 31, 2019:</b> Ewing 96.48% SMS 94.40% FCHS 94.90% FES 96.47% WARD 97.84% HES 96.92%</p> <p>Cashiers need to do the next step and run a monthly Daily Edit Check by using the same steps as Daily but put the first day of month for beginning and end day of month for ending. This will show if there are days that have a star</p>		
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	<p>associated that flags that there is over claiming. Please note that this will just mean your attendance factor was much better that day because more students were in school. Note that on the sheet and <b>PLEASE KEEP THE EDIT CHECKS AT YOUR SCHOOL. I would get a box and mark it 2018-2019 DAILY EDIT CHECKS. These must be kept for current year and 3 years after current year.</b></p> <p>14. <b>AESOP TRACKING</b> Please make sure that any and all absences are put in AESOP. This is how the District tracks absences and Denise Brown has asked that we be diligent about using this system. Secretaries at each school know how to put absences and subs in AESOP.</p> <p>15. <b>USDA ITEMS THROUGH GFS</b> <u>Please make sure that you order USDA items on a SEPARATE ORDER AND IN THE PO FIELD PUT: USDA</u> Same thing with Preschool Snack order – separate order and PO FIELD will have PRESCHOOL Snacks. Do not put snacks on your DTS. <b>AT RISK SUPPER – separate order and PO FIELD will reflect AT RISK SUPPER.</b></p> <p>16. <b>PRIME VENDOR – GFS</b> Be diligent about ordering according to numbers that have been given – check amounts before ordering. <b>PLEASE MAKE SURE THAT YOU SIGN</b></p>	
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	<p>all GFS Invoices and commodity inv.                  ***Each school has an office, banquet or PTO account. Please make sure that all orders that are not food service orders, be ordered through these office accounts. NO EXCEPTIONS!  <b>Please watch emails for the amounts to be put on your DTS weekly when ordering from GFS. This will reflect our 1% discount for doing a Quick Pay.</b></p> <p>17. DIVISION OF FOOD DISTRIBUTION (USDA) Commodities.  <u>Brown Box items</u> –  <u>Strawberry Slices</u> – FCHS &amp; SMS are due to be at GFS on October 15<sup>th</sup>, 2019.  <u>Strawberry cups</u> – 23 cases  <u>Peach cups</u> – 10 cases  <u>Mixed Berry cups</u> – 5 cases  <u>Broccoli Florets</u> – 6 cases</p> <p>18. <b>BILLS AND INVENTORY</b>                  Turn in all bills with paperwork, &amp; Monthly Income Report on Monday, Sept 30<sup>th</sup>. Please email the first page of the inventory to Mary and print out Inventory sheets with paperwork.</p>		
<p><b>School Nutrition Staff</b></p>	<p>REMINDER – SHARE INFORMATION WITH STAFF AT SCHOOLS</p> <p>TIME SHEETS</p>		





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	<p>30 minute increments, check with CO about overtime, match sick cards for days staff are off. Write on regular staff's timesheet who subbed for them. Write on Sub's timesheet who they were filling in for. Write name of sub on back of sick card also. PLEASE CHECK THESE CLOSELY.</p> <p>MORNING ROUTINE: Check email first thing in the morning for important messages Send principal an email if you have a sub that day. Check email periodically during the day.</p> <ul style="list-style-type: none"> <li>• GHOST PLATE             <ul style="list-style-type: none"> <li>○ Save a sample of items prepared each day. Place in freezer and label with date. Keep for 1 week.</li> </ul> </li> <li>• POST DAILY WORK SCHEDULES FOR STAFF</li> <li>• USE STATE PRODUCTION RECORD TEMPLATE FOR BREAKFAST &amp; LUNCH</li> <li>• HEALTHY HUNGER FREE KIDS ACT of 2010</li> <li>• POTABLE WATER – establishes a requirement for making water available to children during lunch.</li> <li>• FLUID MILK – only fat-free flavored milk and low-fat milk (1%) offered             <ul style="list-style-type: none"> <li>○ Food Components posted near beginning of serving line add serving size</li> </ul> </li> </ul>		
Closure	1. Questions/Concerns		

Distribution: School Nutrition Staff and Webpage



Our Vision is to become a “District of Distinction”

PROFESSIONAL STANDARDS: 45 minutes

Nutrition Education 1000 – 1100 Menu Planning 15 minutes

**FCS School Nutrition Managers Meeting**

*September 17, 2019*

*Time: 1:00 pm*

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**Operations 2000 – 2200 Serving Food 15 minutes**

**2510 Inventory Managements 15 minutes**

**SCHOOL NUTRITION PROGRAM  
Manager Meeting  
Tuesday, September 17, 2019  
1:00 – 2:00 p.m.**



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1. Jean Anderson
2. Mary Masters
3. Carol Galt
4. Susan Peppers
5. Lashonda Cooper
6. DeDe
7. Connie Reynolds
8. Heather Buttery
9. \_\_\_\_\_