



April 18, 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 Out for March, 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. <b>With this in mind, we cannot run out of entrée options for our students. Please order extra cases if this has been happening at your school. The last students must have the same options as the first students. I receive phone calls from upset parents when this does happens.</b></u></li> <li>4. <b>FINANCIAL REPORTING</b> Hand Outs for March, 2019</li> <li>5. <b>KPREP TESTING</b> Elementary Schools dates: May 13th-17<sup>th</sup> which is Monday – Friday.</li> </ol>		



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	<p>Ewing teachers have requested hot meal for this week eaten in the cafeteria. Please accommodate Principals within reason only if they come to you and ask for something extra. We will provide fruit ordered from DOD – Creation Garden for the testing grades which is 3<sup>rd</sup>-6<sup>th</sup> grade, May 13<sup>th</sup>-17<sup>th</sup>.  <b>SMS TESTING DATES:</b>                  May 20, 22, 23, 24 and 28<sup>th</sup>.                  Mrs. Wilson is requesting Breakfast in the Classroom all 5 days and we will be providing fruit as a snack those dates as well.                  FCHS – to be determined. It will be the week off May 20-24<sup>th</sup> but do not know which does because high school has not set the test schedule as of yet.</p> <p>6. <b>PURPLE TABS HANDOUTS</b>                  Please use these tabs to easily identify Brown Box items or other cases which need to be FIFO (First In First Out). Put dates received on tabs.</p> <p>7. <b>EASTER MEAL – Thanks for all the hard work on this meal.</b></p> <p>8. <b>KSNA CONFERENCE</b>                  June 19-June 21<sup>st</sup> –                  Wednesday through Friday                  This will be held at the Kentucky International Convention Center &amp; lodging will be at the downtown</p>		
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	<p><b>Marriott. Please let me know if you plan to attend ASAP.</b></p> <p>9. <b>MENUS FOR 2019-2020 Handouts</b></p> <p>10. <b>BUY AMERICAN –</b> Anytime you have a product come through the kitchen that does not say “Manufactured and product of USA”, I need a waiver form on it. This includes fresh produce and also canned items. Also, we must document each date that you get a product that is not American through GFS or Creation Garden. This could be weekly. Hand Out – Documentation Form.</p> <p>11. <b>MENU SUBSTITUTIONS</b> 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</p>		
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	<p>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 February, 2019:</b></p> <p>Ewing 92.88% SMS 91.56% FCHS 94.46% FES 95.12% WARD 95.13% HES 95.40%</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 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</p>		
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	<p>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> <b><u>Please make sure that you order USDA items on a SEPARATE ORDER AND IN THE PO FIELD PUT: USDA</u></b> 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 OUT OF STOCKS - Very minimal at this time.</b> Be diligent about ordering according to numbers that have been given – check amounts before ordering. <b>PLEASE MAKE SURE THAT YOU SIGN all GFS Invoices and commodity inv.</b> ***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. <b>NO EXCEPTIONS!</b> <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. <b>DIVISION OF FOOD DISTRIBUTION (USDA) Commodities.</b> <b>ALL BROWN BOX ITEMS MUST BE ORDERED BY THE END OF</b></p>		
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	<p><b>THE SCHOOL YEAR – MAY 31<sup>ST</sup>.</b></p> <p><b><u>Brown Box items</u> –</b></p> <p><b>Strawberry cups – 40 cases</b></p> <p><b>Peach cups – 28 cases</b></p> <p><b>Broccoli Florets – 14 cases</b></p> <p><b>Roasted Chicken – 34 cases</b></p> <p><b>18. BILLS AND INVENTORY</b></p> <p><b>Turn in all bills with paperwork, &amp; Monthly Income Report at the end of the day on Tuesday, April 30, 2019. Please email first page of Inventory to Mary &amp; cc Denise and print out Inventory sheets and turn in by 10:00 a.m. on May 1st.</b></p>		
<p><b>School Nutrition Staff</b></p>	<p><b>REMINDER – SHARE INFORMATION WITH STAFF AT SCHOOLS</b></p> <p><b>TIME SHEETS</b> 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><b>MORNING ROUTINE:</b> 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> </ul>		

**FCS School Nutrition Managers Meeting**



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	<ul style="list-style-type: none"> <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 <b>add serving size</b></li> </ul> </li> </ul>		
<b>Closure</b>	1. Questions/Concerns		

Distribution: School Nutrition Staff and Webpage



**Our Vision is to become a “District of Distinction”**

**PROFESSIONAL STANDARDS:**

**5 mins. Financial Management 3300**

**30 mins. Menus & Testing 1140**

**5 mins. Inventory Management 2510**

**PLEASE DOCUMENT 1 HOUR OF TRAINING ON SCHOOL NUTRITION PROFESSIONAL DEVELOPMENT SHEET**



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**SCHOOL NUTRITION PROGRAM**  
**Manager Meeting**  
**Thursday, April 18, 2019**

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