

**FCS School Nutrition Managers Meeting**



February 21, 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>Evaluation Training – Carol Thompson</b> Evaluations are due by April 15<sup>th</sup> of each school year.</li> <li>4. <b>INVENTORY</b> Hand Out for January, 2019. Please keep in mind that 7 days of inventory are all that is needed in stock because we get a truck every Friday.</li> <li>5. <b>FINANCIAL REPORTING</b> Hand Outs for January, 2019.</li> <li>6. <b>NATIONAL SCHOOL BREAKFAST WEEK</b> March 4<sup>th</sup> – 8<sup>th</sup> Menus and ideas for this week from each school. Theme: Start Your Engines with a Healthy Breakfast Hand Outs - Posters</li> <li>7. <b>PROCEDURES FOR WHAT TO DO WITH EXCESS FOOD DURING &amp; AFTER SERVICE</b> Hand Outs and discussion</li> </ol>		



	<p>8. <b>MAINTENANCE REQUESTS</b> Please use the Maintenance Request Email tool when there is an equipment problem in the kitchen. You can also email Greg Dunaway AFTER you have put a request in. Please see me if you do not have the website saved to your computer.</p> <p>9. <b>SIDE KICKS</b> We will be serving side kicks one time in a 3 cycle menu and will only use the most popular flavor.</p> <p>10. <b>MENU CHANGES FOR NEXT YEAR – K-8 Breakfast &amp; Lunch</b></p> <p>11. <b>BREAKFAST IDEA – 1-2-3</b> Idea of students having 3 options for breakfast...(NOT Breakfast in the Classroom Sites) 1 – Hot entrée 2 – Cereal Bowls 3 – Bagged Breakfast Items Selection of yogurt with all 3 options. Thoughts???</p> <p>12. <b>GATHERING EVIDENCE FOR ALLIANCE IN ORDER TO RECEIVE GOLD, SILVER OR BRONZE BANNERS.</b> <b>HAND-OUTS</b> Each school will have a Google folder to download evidence in.</p>		
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	<p>13. <b>WORK SCHEDULES</b> Please make sure that detailed work schedules are made and being used in each kitchen. This is an important part of the kitchen and must be posted weekly. Also, please make sure that everyone is rotated through the work schedule evenly. <u>We cannot give anyone preference as this could be a potential Civil Rights violation.</u></p> <p>14. <b>MENU SUBSTITUTIONS</b> Please fill out a menu substitution for all things substituted on the menu. <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></p> <p>15. <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>		
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	<p>16. <b>New attendance percentages for DAILY EDIT CHECKS as of December 30:</b></p> <p>Ewing 96.32% SMS 93.56% FCHS 93.71% FES 93.45% WARD 91.49% HES 96.51%</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>17. <b>AESOP TRACKING</b></p> <p>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>		
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	<p>18. <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>19. <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>20. <b>DIVISION OF FOOD DISTRIBUTION (USDA) Commodities.</b>  <b><u>Brown Box items</u> –</b>  <b>Strawberry cups – 33 cases</b>  <b>Peach cups – 35 cases</b>  <b>Broccoli Florets – 18 cases</b>  <b>Roasted Chicken – 56 cases</b></p> <p>21. <b>BILLS AND INVENTORY</b></p>		
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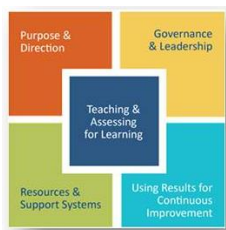
Time: 1:00 pm

	<p><b>Turn in all bills with paperwork, &amp; Monthly Income Report at the end of the day on Thursday, February 28, 2019. Please email first page of Inventory to Denise &amp; cc Mary and print out Inventory sheets and turn in by March 1<sup>st</sup> at the latest.</b></p>		
<p><b>School Nutrition Staff</b></p>	<p><b>REMINDER – SHARE INFORMATION WITH STAFF AT SCHOOLS</b></p> <p>TIME SHEETS 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 <b>add serving size</b></li> </ul> </li> </ul>		
<p><b>Closure</b></p>	<p>1. Questions/Concerns</p>		



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Distribution: School Nutrition Staff and Webpage



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

**PROFESSIONAL STANDARDS:**

**5 mins. Financial Management 3300**

**30 mins. Operations – Buy American 2440**

**5 mins. Inventory Management 2510**

**20 mins. Administration 3200 Meeting the Wellness Policy Requirements**

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