

FCS School Nutrition Managers Meeting



March 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"> 1. Celebrations - SPRING IS HERE!!! 2. Recognitions - LaShonda Cooper was named Rising Star Champion for School Breakfast @ SMS | | |
| School Nutrition | <ol style="list-style-type: none"> 3. Evaluations are due by April 15th. 4. INVENTORY Hand Out for February, 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> 5. FINANCIAL REPORTING Hand Outs for February, 2019. 6. NATIONAL SCHOOL BREAKFAST WEEK Great job to everyone for the 3 days that we were in school that week. Students appreciated your efforts with this week. 7. MONDAY – SPRING BREAK WEEK | | |



March 21, 2019

Time: 1:00 pm

| | | | |
|--|--|--|--|
| | <p>This will be a very low attendance day. Please use Monday from Week 1 if possible for this day.</p> <p>8. EASTER MEAL – Wednesday, April 17th. We will be using ham for Easter. Menu: HAM SCALLOPED POTATOES or HASHBROWN CASSEROLE or MASHED POTATOES & GRAVY GREEN BEANS FRESH FRUIT SALAD or JELLO WITH FRUIT HOMEMADE YEAST ROLLS SUGAR COOKIES</p> <p>9. KSNA CONFERENCE June 19-June 21st – Wednesday through Friday This will be held at the Kentucky International Convention Center & lodging will be at the downtown Marriott. Please let me know if you plan to attend ASAP.</p> <p>10. INVENTORY SHEETS There has been some struggles with the Inventory Excel Sheet that Denise sent out. The only fields that are filled in are the highlighted fields of:</p> <ul style="list-style-type: none">• Beginning Inventory• Ending Inventory = Total from GFS Inventory Sheet that is printed off. | | |
|--|--|--|--|



March 21, 2019

Time: 1:00 pm

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none">• Purchased Food and USDA Commodities = off of Daily Transaction Sheet, Food column and USDA column which is the last column. <p>The rest of the fields automatically AUTOPOPULATE which means that you do NOT type anything into these un-highlighted fields! Typing in these fields will cause the formula to be lost so it's very important you only fill in what is highlighted.</p> <p>11. MENUS FOR 2019-2020 Handouts Frozen 2 will be the theme for the Keebler graham crackers that change each year. KY PROUD PRODUCE NEXT YEAR – I need numbers from each of you on: Corn on the Cob Cucumbers Baby Carrots Peppers Fresh Strawberries Fresh Apples Grape Tomatoes Whole Tomatoes Baking Potatoes</p> <p>12. SMART SNACKS <u>Sun Chips Garden Salsa and Cheddar Harvest are not Smart Snack Compliant.</u> We can serve with lunch menu but not ala carte. <u>Please do not ever sell these chips ala</u></p> | | |
|--|---|--|--|



March 21, 2019

Time: 1:00 pm

| | | | |
|--|--|--|--|
| | <p><u>carte.</u> Blasting Berry fruit roll-ups are the only fruit roll up that is compliant. COOKIES: Otis Spunkmeyer 1 ounce chocolate chip and sugar cookies are not compliant. HERE ARE THE NEW GFS NUMBERS FOR COMPLIANT CHOCOLATE CHIP AND SUGAR COOKIES. OTIS SPUNKMEYER WG CHOCOLATE CHIP #806661 & READY BAKE WG SUGAR COOKIE #170041. Please order these numbers if you need Chocolate Chip or Sugar Cookies for ala carte sales or to put on the line. At the CKEC meeting on Friday, I found out that some companies have reformulated ingredients and we need to put everything we are using this year through the Smart Snack Calculator. Mary is working on this and will give us a new list as soon as she has completed this task.</p> <p>13. BUY AMERICAN – 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.</p> | | |
|--|--|--|--|



| | | | |
|--|--|--|--|
| | <p>Hand Out – Documentation Form</p> <p>14. SHARE TABLE SIGNAGE & HACCP PLAN Hand Outs</p> <p>15. ADMINISTRATION REVIEW There will be 2 sites chosen out of the 6 schools. Directors who have had an Administrative Review this year reported the following:</p> <ul style="list-style-type: none">• A.R. Monitors will dig through the stock room, freezer and coolers searching for items not manufactured or grown in the USA. <i>Please begin checking everything thoroughly and fill out appropriate forms provided for waivers and documentation.</i>• Monitors will watch the line and the cashier closely. One thing that must happen is MOST students must have a fruit or vegetable as they go through the line. Only the occasional plate that gets through without a fruit or vegetable should be asked to get a fruit at the cash register.• We cannot do any substitutions the week | | |
|--|--|--|--|



March 21, 2019

Time: 1:00 pm

| | | | |
|--|---|--|--|
| | <p>of the review. If the item is on the Production Record, it must be available to serve.</p> <ul style="list-style-type: none"> • Monitors looked at dishwasher temps. Please KNOW how to print out the temperature form from Smart Systems. • All items served ala carte will be checked to make sure they are all Smart Snack compliant. • It seems that HACCP is being watched closely this year. I will be paying to have District and School level HACCP manuals created and printed this summer for all schools. I was told that as long as we have the menu <p style="text-align: center;">:</p> <p>16. MENU SUBSTITUTIONS 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>17. GFS TEMPERATURE LOGS Please use the temperature log sheets every Friday when</p> | | |
|--|---|--|--|



March 21, 2019

Time: 1:00 pm

| | | | |
|--|---|--|--|
| | <p>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>18. New attendance percentages for DAILY EDIT CHECKS as of February, 2019:</p> <p>Ewing 92.00% SMS 93.78% FCHS 93.83% FES 93.78% WARD 96.23% HES 94.18%</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 PLEASE KEEP THE EDIT CHECKS AT YOUR SCHOOL. I would get a box and mark it 2018-2019 DAILY EDIT CHECKS. These</p> | | |
|--|---|--|--|



March 21, 2019

Time: 1:00 pm

| | | | |
|--|--|--|--|
| | <p>must be kept for current year and 3 years after current year.</p> <p>19. AESOP TRACKING 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>20. USDA ITEMS THROUGH GFS <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. AT RISK SUPPER – separate order and PO FIELD will reflect AT RISK SUPPER.</p> <p>21. PRIME VENDOR – GFS OUT OF STOCKS - Very minimal at this time. Be diligent about ordering according to numbers that have been given – check amounts before ordering. PLEASE MAKE SURE THAT YOU SIGN 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! Please watch emails for the amounts to be put on your DTS weekly when ordering from GFS. This will reflect our</p> | | |
|--|--|--|--|



March 21, 2019

Time: 1:00 pm

| | | | |
|--------------------------------------|--|--|--|
| | <p>1% discount for doing a Quick Pay.</p> <p>22. DIVISION OF FOOD DISTRIBUTION (USDA) Commodities. <u>Brown Box items</u> – Strawberry cups – 44 cases Peach cups – 29 cases Broccoli Florets – 21 cases Roasted Chicken – 42 cases</p> <p>23. BILLS AND INVENTORY Turn in all bills with paperwork, & Monthly Income Report at the end of the day on Friday, March 29, 2019. Please email first page of Inventory to Mary & cc Denise and print out Inventory sheets and turn in by March 29th.</p> | | |
| <p>School Nutrition Staff</p> | <p>REMINDER – SHARE INFORMATION WITH STAFF AT SCHOOLS</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"> • GHOST PLATE <ul style="list-style-type: none"> ○ Save a sample of items prepared each day. Place in freezer and label with date. Keep | | |

FCS School Nutrition Managers Meeting



March 21, 2019

Time: 1:00 pm

| | | | |
|----------------|---|--|--|
| | <p>for 1 week.</p> <ul style="list-style-type: none"> • POST DAILY WORK SCHEDULES FOR STAFF • USE STATE PRODUCTION RECORD TEMPLATE FOR BREAKFAST & LUNCH • HEALTHY HUNGER FREE KIDS ACT of 2010 • POTABLE WATER – establishes a requirement for making water available to children during lunch. • FLUID MILK – only fat-free flavored milk and low-fat milk (1%) offered <ul style="list-style-type: none"> ○ Food Components posted near beginning of serving line add serving size | | |
| | | | |
| Closure | 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. Operations – Buy American 2440

15 mins. Inventory Management 2510

10 mins. Administration Review 3260

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



SCHOOL NUTRITION PROGRAM
Manager Meeting
Thursday, March 21, 2019

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____