



February 20, 2020

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>  <b>Hand Outs for January, 2020.</b>                      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>                      School Nutrition Financial Report for January, 2020.                 </li> <li>5. <b>SIMPLOT FREE CASE FUJI APPLES</b>                      Please send in copy of GFS invoice so that we can get the rebate for a free case when end of month paperwork is sent in.                 </li> <li>6. <b>NATIONAL SCHOOL BREAKFAST WEEK</b>                      March 2-6, 2020.                      Theme is: <b>SCHOOL BREAKFAST: OUT OF THIS WORLD</b> </li> </ol>		



	<p>Posters are ordered for each school and will be delivered when they arrive.</p> <p>Once again this year we will be serving different menu items than what is on the menu. Please do a menu substitution for each day that breakfast main entrees are changed with the reason.</p> <p>KDE called this morning and will be coming to visit some of our schools during this week so we want to have awesome presentation of our breakfasts served.</p> <p>7. <b>SMART SYSTEMS</b> Some things that were brought to my attention @ some schools: Serving temperatures were not being taken – our HACCP plan states that serving temps must be taken. Calibration of thermometers not being done correctly – Mary will give a demonstration of correctly calibrating thermometer.</p> <p>8. <b>WARD &amp; FCHS – ADMIN AUDIT SCHOOLS</b> Daily Edit Checks will need to be kept in separate folder for the month of March and up until April 21<sup>st</sup> Production Records will be uploaded to the State for the month of March – Week #1 – each time it is served</p>		<p>Discussion of FIFO Practice -</p>
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	<p>9. <b>MENUS FOR 2020-2021</b> <b>HAND OUTS OF MENUS K-8</b></p> <p>10. <b>RUNNING OUT OF INVENTORY</b> Handouts – Forms to be filled out and turned in at the end of the month with end of month paperwork.</p> <p>11. <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>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 December 31st:</b> Ewing 94.77% SMS 93.26% FCHS 92.34%</p>		
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	<p>FES 92.97% WARD 91.38% HES 94.94%</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 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</p>		
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	<p><b>PRESCHOOL Snacks.</b> Do not put snacks on your DTS. <b>AT RISK SUPPER – separate order and PO FIELD will reflect AT RISK SUPPER.</b></p> <p><b>16. 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 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><b>17. DIVISION OF FOOD DISTRIBUTION (USDA) Commodities.</b> <b><u>Brown Box items</u></b> <b><u>Strawberry Slices – 28 cases</u></b> <b><u>Strawberry cups – 50 cases</u></b> <b><u>Peach cups – 15 cases</u></b> <b><u>Mixed Berry cups – 7 cases</u></b> <b><u>Broccoli Florets – 7 cases</u></b></p> <p><b>18. BILLS AND INVENTORY</b> Turn in all bills with paperwork, &amp; Monthly Income Report on Friday, February 28. Please email the first page of the inventory to Mary and print out Inventory sheets with paperwork.</p> <p><b>QUESTIONS &amp; CONCERNS???</b></p> <p><b>IMMEDIATE NEEDS FOR THE KITCHEN?</b></p>		
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<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> <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>		

Distribution: School Nutrition Staff and Webpage



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

**Professional Standards**

**Menu Planning 1110 30 minutes**



February 20, 2020

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**SCHOOL NUTRITION PROGRAM**

**Manager Meeting**

**Thursday, February 20, 2020**

**1:00 – 2:00 p.m.**

1. Connie Reynolds

2. Mary Masters

3. Wren Lepper

4. Carol Hood

5. Heather Buttery

6. Lechonda Cooper

7. Jan Anderson

8. \_\_\_\_\_

9. \_\_\_\_\_