



Context: History and Beliefs

In 1946 Congress passed the National School Lunch Act which was enacted as a grant-in-aid program to safeguard the health of children because many soldiers failed physicals during World War II due to nutrition-related problems. In 1969 the White House Conference on Food, Nutrition and Health led to subsidized reimbursable meals for low-income students. In 1975 Congress authorized the School Breakfast Program. In 2002 Congress passed the Reauthorization Act which has brought about many changes in the Child Nutrition Programs.

Improving child nutrition is a focal point the Child Nutrition Department. It is our belief that national school breakfast and lunch programs are designed to promote the health and well-being of children by providing nutritious meals every school day.

Kim Shelton became a part of the Muskogee Team, June 1997. During the 1997-98 school year many changes occurred. The high school went from 3 or 4 choices to 15 choices and through trial and error we have arrived at about 6 to 7 choices per day.

We have experimented with breakfast to find what works for our students. We have met them in the parking lot, we have served outside, had breakfast in the classroom and on the bus. Realizing many of our students either did not have the resources for a good breakfast or the time to prepare, we started serving breakfast free of charge in 1998. We started at elementary sites and moved to ECC and 7/8th Grade Center. Breakfast free to all grew each year for the each year for the first couple of years, but had to be discontinued due to budget cuts.

Cruisin Café was first introduced to students and the community in June 1998. The news of this student named, retro diner was noted in the Oklahoma Surrey, Education Week, School Nutrition Professional Magazine, Tulsa World and Muskogee Phoenix as well as the local PBS station. The bus was donated by the transportation department, retro fitted by the maintenance department and volunteer help. Students at Sadler Elementary from Cindy Ball's class won a contest, naming it the Cruisin Café. We had a pizza and ice cream party to celebrate its going into service with Muriel Saunders doing the christening ceremony.

With the passing of the Reauthorization Act of 2004, each school district was to develop a Wellness Policy. This policy was to be written through a committee of patrons, teachers, students and administrators. The policy was written and presented to the Board of Education for approval. This policy was approved and is in place with Muskogee Schools.

Muskogee Public Schools Child Nutrition Programs was the first and so far only district in Oklahoma to receive the District of Excellence in Child Nutrition from the School Nutrition Association, formerly the American School Food Service Association. Muskogee's Child Nutrition Program was then recognized by Sandy Garrett, State Superintendent of Schools.

Jaime Speligene joined the Muskogee Child Nutrition Department in January 2009. She became the Director of Child Nutrition Services upon the retirement of Kim Shelton. In the first years, there were several staff development trainings offered to increase knowledge and prepare for the upcoming Oklahoma State Department Review that would be taking place in approximately one year. Classes for calculating proper food quantities, and servings for the Food Buying Guide were given multiple times, as well as quizzes and frequent management meetings to ensure compliance. Several areas of manager paperwork were substandard, and much work needed to be done before the State Department came in for the review.

Staff development classes were also offered for baking, main dish cooking and fruit/vegetable preparation. This was provided in an effort to create consistency among the head cooks in the district. Upon completing the first round of site visits, it was noted that several sites had their own versions of recipes and one major complaint from students was that they liked the food better at one school than they did another. Lots of training and enforcement was taken to provide the students of Muskogee Public Schools with consistent meals.

When interviewing new staff, folders were created to give applicants more information about the requirements of a job within the CNS department, how the pay scale and pay roll periods work, and the physical requirements of the positions. When the opportunity to hire management and a Nutrition Education Coordinator arose, testing was created for the applicants of those positions to ensure mathematical capabilities and basic understanding of the rules and regulations for our program. Interviews were conducted by the Director of CNS and the additional Human Resources information or tests were given at that time.

By 2009, new traditions were created to improve staff involvement and camaraderie outside work. The first tradition added was a party at the end of the school year. It began as a cookout using donated food from vendors, but with the resources from the Child Nutrition Activity account (funds from recycling) now the event is catered. Locations have changed, but usually a location with outdoor access is preferred. Sometimes the items needed to provide for the traditions had been personally paid for by the director, but more is allowed to be paid through the activity account now. Other

traditions created over the next several years were food/snacks provided at Managers PLC meetings, Halloween Carnival with Trunk or Treat, Christmas Movie Night at MHS Cafeteria, gifts for Support Staff Appreciation, 2 Play Days for Central Office and Warehouse Staff, Birthday Breakfast, and a Christmas Party for the Central Warehouse and Warehouse staff. Unfortunately, in 2015 the recycling program came to a halt. The company dealing with Muskogee Schools no longer wanted to participate in the recycling program. Due to this, most of our celebrations will not happen any longer. CNS is in the process of looking for a new vendor for recycling.

In 2010-2011, several changes were made to the program. A complete overhaul of the Managers Handbook and the CNS Department Handbook was made. Several Manager's had different pages and information in their Manager's Handbook making accountability very difficult. 36 Individual processes alone were added to the Manager's Handbook. Also, Bid Processes and Prime Vending Processes were also added. So these documents were completely redone in order to give the most current and consistent information to all employees. Price incentives were given to students for choosing healthier a la carte items. We began using a prime vendor for all main groceries. The process of Central Receiving was being discussed; however, it wouldn't be fully implemented until 2011-2012. The last major change was the Reauthorization and the implementation of the Healthy and Hunger Free Kids Act of 2010.

Then in 2011-2012, Central Receiving was finally in place. Lots of bumps and resistance from site staff in the beginning, but over the years it has become a fairly well-oiled machine. To date, central receiving has been a great success. In this school year, CNS also began to participate in a cooperative bid/purchasing group with Sapulpa, Sand Springs, Broken Arrow, Jenks, Wagoner and Skiatook Schools. This will help to ensure compliance with bidding out commodity processing correctly and further aid in volume price discounts. Also, added was Honeywell as our main source for tracking temperatures among the sites. This has helped to eliminate food loss and waste. Management changes for MHS began with the resignation of Renee Lewis as management, Carol Hall was interviewed, tested and assumed the roll as manager in 2010, but would be removed in 2011-2012. Jenny Foster was then interviewed, tested and currently holds this position.

Most of the changes made to the department in 2012-2013 will be administrative (paperwork) processes, handbooks, operating procedures and the original CIPPP created was added back into this book.

Kim Hall took over the program the latter part of 2013-2014 school year. Not many changes were made to the program over the last few months of that school year.

In 2014-2015, changes made to the program included adding seven school sites to the Community Eligibility Program. This program allows all students at these seven sites to eat breakfast and lunch free of charge regardless of the economic status. The seven sites that were approved for the program include, Cherokee, Early Childhood Center, Grant Foreman, Harris Jobe, Irving, Pershing and Whittier. The Community Eligibility Program approves these sites as free for the next four years. With the addition of the Community Eligibility Program, I believe we will feed more students as the hardship of paying for the meals no longer exists.

Technology

In the 2008 school year, Kim Shelton implemented the Horizon Software for CNS Inventory and grocery ordering. While using the software, many issues were found within the inventory program and Horizon was not able to help with the process of fixing the problems.

Jaime Speligene came to the district in the 2009 school year. She began the quest of trying to buy and implement Nutrikids Software. This process was implemented the following year with point of sale at all cafeterias, Free & Reduced priced applications at the central office and reporting being used by all. During the 2016 school year, Kim Hall implemented the inventory module of Nutrikids. All cafeterias and central warehouse are now using this program to order food. Copy paper and custodial supplies are still being ordered through the Alio software system. Future plans include adding production records and menus as part of the system.

Input: Budget and Codes

Child Nutrition Department

CNS operates off an approximate \$4.2 million dollar budget. Expenses include but are not limited to salaries, groceries, supplies, equipment, professional development, uniforms, travel, nutrition education, maintenance and summer food program. The majority of CNS expenses involve salaries and groceries.

Human Resources

Staffing

The list below reflects the CNS employees and the area in which they work. Job descriptions for each may be found in the appendix.

Director: Kim Hall

CNS Managers: 14 Managers

CNS Associates: 48 total

Department Secretary:

Sekora Brown

Nutrition Education Coordinator:

Karah Lehman

Warehouse Purchasing/Receiving Officer:

Kim Logsdon

Lead Warehouse:

Jordon Webb – Groceries

Edward Lay – Central Receiving

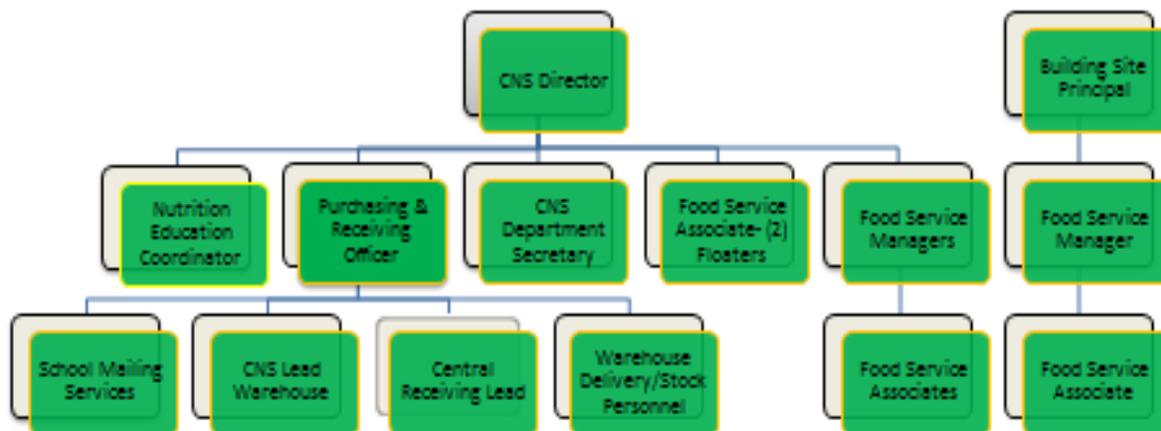
Warehouse/Delivery:

James “Tracy” Hargus – Groceries

Bobby Harlin – Mail

Total employees for CNS Office/Warehouse: 8

**Muskogee Public Schools
Child Nutrition Services
Organizational Chart
2015-2016**



Training

CNS office staff will continue to attend professional trainings for Nutrikids, State Department and any USDA mandated courses. Staff will continue to hone their skills so they can pass information along to CNS Managers and employees.

CNS Managers and staff will continue to attend professional development courses available to them. In 2015, Professional Standards were put into place requiring all CNS staff, including warehouse, to acquire differing hours of professional development. These hours must be tracked and maintained by the CNS Office. In August of 2015, Muskogee and five other schools went together and brought a speaker in so all employees could get their hours in at once. Any new employees hired will attend professional development provided by the Food Service Director throughout the school year to obtain their hours.

Manager PLC trainings also happen monthly. Topics include items that pertain to food preparation or increasing meal participation. Each month a different person leads our meetings and does a short presentation on the topic of their choice. I also conduct PLC meeting with the warehouse staff and the office staff.

Equipment

The Maintenance Department of Muskogee Schools does an excellent job of maintaining and repairing CNS equipment. Right now, CNS is in need of three steamers and two dishwashers.

Processes: Department Goals and Major Processes

One goal as always is to increase participation. Getting student and parent input is one way of finding out what we are doing right or wrong. As the director, you always want to see more kids eating in your cafeteria.

The second goal is to try and increase community eligibility sites in our district without losing money. If all students were offered a free breakfast and lunch daily, participation would increase no doubt.

Our department employs four workers in the district warehouse whose job it is to make sure that all copy paper, custodial supplies and food products are delivered daily. This warehouse is also responsible for central receiving of all products purchased by Muskogee Public Schools.

Free and reduced benefits have grown. In 1996-97, the district wide percentage of qualified free or reduced-price students was 59%. Currently the district wide percentage is 81%. Students may qualify for free or reduced-price benefits by filling out a paper application or applying online through the districts web page.

Child Nutrition Services provides the low income report, which funds the district. This report is based on the number of students that receive free and reduced price meal benefits. This report is taken from the day in October that has the highest number of students on free and reduced price meals. This requires reports to be run daily to ensure we receive the highest possible funding. During October we are also required to start the verification process. This process randomly picks students/families that have to provide documentation of their financial status. This process takes six weeks of phone calls and letter writing to be complete by November 15th.

Snacks are provided daily through the After School Snack Program. These snacks are provided free of charge to any after school programs that meets the criteria as set forth by the USDA.

Muskogee High School cafeteria provides a catering service for in house functions. The quality of product provided by the high school team far exceeds anything that could be purchased from outside sources. Catering is an excellent opportunity to show the quality of food provided to our students.

CNS uses PLC/Manager Meetings, Office PLC Meetings and Warehouse PLC meetings to make sure information is shared regarding the different departments. Shared leadership is encouraged at each of these meetings so the employees take ownership of the meeting and learn more from the process.

The director encourages celebrations in each kitchen and here at the central warehouse. At PLC meetings, the question of “do you have any celebrations” is always asked. Here at the central warehouse, we have quarterly Birthday Breakfasts paid for by the director. If our activity fund allows, we also have a year-end celebration picnic that includes all employees and their families. We enjoy fellowship, food, games and prizes.

In 2015-2016, most of the changes that will be made are administrative (paperwork) processes with the exception of Inventory for the CNS Warehouse. We will be implementing the Nutrikids Inventory Software. This does not include the paper warehouse nor the custodial warehouse. Those two warehouses will remain attached to the financial software’s inventory program. The Community Eligibility Program had to be re-established due to the closing of Harris Jobe Elementary. CNS now begins a new four year cycle with the program and now six sites in the District.

Product: Definition of Product

Child Nutrition operates the National Breakfast and Lunch Programs each day in our schools. Child Nutrition has tripled their produce purchasing since 1998. Fresh fruits and vegetables are offered daily at breakfast and lunch. At the secondary level, baskets of fresh fruit are offered daily as well as fruit and veggie trays. This addition to the menu has provided students with an opportunity to develop a taste for new food items and skills to recognize healthy menu options.

Child Nutrition participates in the Fresh Fruit and Vegetable Program. We have to apply for the program every school year. The State tells us which schools are eligible. This program offers a variety of fresh fruits and vegetables to all students. Some programs offer the program up to three times per week. The produce is distributed to the students at some point during the school day. This is another way students can experience fruits or vegetables they may not normally get at home.

The Summer Food Service program provides meals to approved sites throughout Muskogee each summer. Approved sites function on a voluntary basis. CNS provides approximately 500-600 lunches each day during the seven weeks of the program. This program is funded through the Oklahoma State Department of Education. CNS strives to have as many approved sites across Muskogee as possible.

Parent Outreach is accomplished through special meals. Each year we invite parents, grandparents and guardians to eat with their children during special meals such as Thanksgiving and Christmas Dinners. We invite Veterans to eat free of charge for Veterans Day. We invite Firemen to eat with us during Fire Prevention Week. Each of these celebrations gives Muskogee Public Schools Child Nutrition Department the opportunity to showcase the quality meals we provide on a daily basis.

Future Plans

Current plans for CNS kitchens include adding a walk-in cooler/freezer for the Early Childhood Center. Plans for this cooler/freezer are included in the bond fund. Alice Robertson's lunch line needs to be revamped. AR's kitchen really needs to be enlarged, but for starters, if we could ease the flow of the lunch lines, it would help. I would like to install new floor covering called ceramic carpet in the Creek kitchen, Pershing kitchen, Cherokee dishroom, Sadler dishroom and Early Childhood dishroom.

Appendix

Job Descriptions

The Child Nutrition Department is regulated by state and federal laws, local and State Board of Education policies and regulations. Some of the applicable laws, policies and regulations are listed below.

District Policies and Regulations

Bid Policies, Procedures, Requirements

- DJ – Purchasing
- DJA – Purchasing Authority
- DJB – Bid Requirements
- DJC – Procedures
- DJD – Payment Procedures

Child Nutrition Services

- EF – Child Nutrition Services Management
- EFB – Free & Reduced Price Meal Services
- EFC – Procurement Plan for Food Services & Code of Conduct for Child Nutrition Programs

Hazard Analysis Critical Control Point handbook, Standard Operating Procedures

Manager's Handbook

CNS Employee Handbook

Negotiated Agreement

State and Federal Regulations (these regulations can be found on USDA or State Department Website)

PL 108-265 Reauthorization Act of 2004, Child Nutrition & WIC

42 U.S.C. 1751-1760 National School Lunch Act

7 CFR Parts 210 & 245 – National School Lunch Program

7 U.S.C. 1771-1785 – Child Nutrition Act of 1996

7 CFR Parts 220 & 245 – School Breakfast Program

7 CFR 3016 – Procurement Practices

7 CFR Part 225 – Summer Food Service Program

PL 105-336 Reimbursement for Snacks

42 U.S.C. 2000d et seq – Title VI of the Civil Rights Act of 1964

20 U.S.C. 1681 et seq – Title IX of the Education Amendments of 1972

29 U.S.C. 794, section 504 – Rehabilitation Act of 1973

42 U.S.C. 6101 et seq – Age Discrimination Act of 1975

SB 265 – Oklahoma – Beverage Contracts

SB1627 – Oklahoma – Healthy and Fit Kids Act of 2004

OMB Circular A-133

USDA Regulations:

- 210.10
- 220.8
- 210.12
- 227