

Advisory Council for School Nutrition (ACSN)
Meeting Minutes – Thursday, October 3, 2013
In conjunction with the Commodity Food Show
Marriott – Denver Tech Center, Denver, CO

ACSN Members: Shelly Allen, Joni Bilderbeck, Paula Buser, Amanda Cobb, Kim Cotta, Monica Deines-Henderson, Adam Gose, , Sandy Guyette, Jill Kidd, Steffiney Quick, Meta Riseling, Craig Schneider, Naomi Steenson, Tammy Viers, Beth Wallace

Absent: Brent Craig, Kathy DelTonto, Michelle Hammond, Ella Walker, Kay Wernsman

Guests: Mona Martinez – Brosh, Adams-Arapahoe (Aurora Public Schools)

CDE Office of School Nutrition (OSN) Staff: Jane Brand, Bre Riley, Lyza Shaw, Sara Silvernail, Jan Bodnar, Julie Griffith, Heather Hauswirth, Sara Rose LaViolette, Stacey Macklin, Amanda Mercer, Ashley Moen, Jennifer Otey

Welcome and Introductions

- The ACSN meeting was called to order at 8:33 a.m. by Jane Brand, Director, Colorado Department of Education (CDE) Office of School Nutrition (OSN). Jane welcomed ACSN members, guest Mona Martinez-Brosh, Aurora Public Schools, and new CDE OSN staff members, Senior Consultants Julie Griffith and Amanda Mercer.
 - Jane thanked the ACSN members for their dedication to their communities during the recent Colorado floods and the efforts made to continue to feed kids.
 - Shelly Allen commented on the use of a disaster check-list, and their local emergency food plan. She explained that she worked with Jeremy West at Greeley Schools to coordinate store rooms, production kitchens and other emergency efforts in their communities.
 - Sandy Guyette commented on the coordination efforts with their local health departments for use of facilities that were no longer up to code.
 - In reference to the government shutdown, Jane informed the ACSN members that the OSN will communicate information as it becomes available.
 - Reimbursements for September claims, fiscal year 2013 are not affected
 - Reimbursement money for October claims is pending, and could be delayed if the shutdown continued for a longer period of time
 - Jane asked for clarification from the ACSN members regarding the attendance policy that was discussed at the June meeting. Members agreed to reduce the number of meetings to three meetings per year, coinciding with the Commodity Food Show, the OSN Directors' Conference and the CSNA/OSN Summer Conference. Following the June meeting, it was unclear as to whether the members wanted to continue with the policy that allowed for one absence per year per member, or to eliminate the allowance. It was agreed upon that members would be allowed one absence per year per member, to accommodate emergencies.

- Following introductions, a review of the agenda, and the ACSN meeting norms, Jane introduced Senior Consultant Heather (Schoen) Hauswirth for an update on the planning of the Directors' Conference 2014.

Directors' Conference 2014

- Heather Hauswirth invited the ACSN members to "Save the Date" for the Directors' Conference 2014. The conference will be held February 26 – 28, 2014 at the Pueblo Convention Center in Pueblo, Colorado.
 - Based on input from the Directors' Conference 2013 survey and the ACSN survey, the dates were chosen that were
 - Not the same week as the Presidents' Day holiday
 - Not during March or April because of spring break vacations
 - The conference will provide tracking for participants, based on SFA size (small, medium, large) and while SFAs are invited and welcome to attend all sessions, sessions will address districts' needs, based on size.
 - Tracking will allow personnel to benefit from sessions specifically targeting needs, without having to attend all three days of the conference
 - Members attending the LAC will be able to attend the early day(s) of the conference
 - ACSN meeting will be held during the Directors' Conference. Options for the ACSN meeting (to accommodate the time limitations) include:
 - 7:00 a.m. – 8:00 a.m. meeting
 - Breakfast meeting
 - Evening meeting, after conference on Wednesday
 - ACSN members will be asked to assist with registration, perhaps registering participants by region. This would allow for a "meet and greet" opportunity for the ACSN members and the participants.
 - Plans will be made to cover for those ACSN members that would not be available for meet and greet at registration
 - Save the Date postcards and a "Call for Presenters" will be sent to SFAs in the next few weeks

Breakfast After the Bell Nutrition Program (BABNP – HB13-1006)

- Amanda Mercer, Senior Consultant for the Breakfast After the Bell Nutrition Program provided an overview of HB 13-1006
 - For school year 2014-2015, 80% > free and reduced price meal average are required to participate
 - For school year 2015-2016, 70% > free and reduced price meal average are required to participate
 - Breakfast After the Bell Nutrition Program Subcommittee met on September 30, 2013 to begin an Implementation Guide for the program.

- Based on 2012-2013 pupil membership count, a projected list of those required to participate has been made. Superintendents will receive a letter notifying them of the schools in their districts that are projected to be required to participate in the Breakfast After the Bell Nutrition Program; schools projected to be required to participate will be notified.

Competitive Foods

- Senior Consultants Julie Griffith and Heather Hauswirth presented an overview of the interim rule and the resources available regarding competitive foods, current and upcoming.
 - Julie presented the specifics of the interim rule, including the nutrition standards that apply to all foods outside of the National School Lunch Program (NSLP) sold on campus (all property accessible to students) during the school day (midnight before, to 30 minutes after the end of the official school day), beginning on July 1, 2014. The standards for food and nutrient content must be met at all grade levels.
 - Julie encouraged submission of comments to USDA during the second comment period, which is now open.
 - Jill Kidd: CSNA is writing comments, and SNA has provided an online template.
 - In reference to beverages, elementary, middle and high school standards include calorie free and low calorie options, with no time or place restrictions. The Colorado beverage policy includes the no diet soda restriction.
 - Free, potable water must be supplied during the lunch meal service and in the cafeteria area for breakfast.
 - Fundraisers were discussed, and the OSN was asked to set guidelines for numbers and exemptions.
 - Heather discussed the resources available from the OSN and USDA. The OSN website includes current and upcoming policy resources. Flow charts, calculators, fact sheets and tables (comparing current with interim final rule) have been included. The Colorado State Board of Education (SBOE) will be asked to align Colorado rules with the final rule; directors will come to SBOE to emphasize the need to align state, federal and districts.
 - ACSN member comments included:
 - Beth Wallace: the calculator could be given to administration and organizations (DECA, etc.)
 - Jill Kidd: there is a need for resources that would be geared toward non-food service personnel, such as parents, coaches, and general public
 - Paula Buser: determination is needed on who is the ultimate authority over the schools stores, etc. Who will enforce rules at the schools?
 - What are the consequences of non-compliance?

- OSN will be determining corrective action; food service and LEA will ultimately be responsible for the corrective action
- Beth Wallace: If food service personnel don't provide training, who will train the others providing food? Is there a way for the corrective action to be targeted to the general fund, instead of the food service fund? If the state were to hold funds from districts, superintendents would support enforcement and compliance. Encourage a food service compliance plan that would address the corrective action, and then release funding to district.
- Jill Kidd: Need clear statements regarding the holding of funds.
- Amanda Cobb: With the reviews on three to five year rotations, afraid that violations will be made until the time of the review, and then continue after the review. Would encourage random review of competitive foods to ensure compliance.
- Paula Buser: would like an internal OSN interpretation of the 30 minutes before/after breakfast and lunch.
- Jane Brand: The state board attorney will come before the SBOE only one time, after the final rule has been approved. SBOE will not promulgate rules until after the final rule.
 - Training from OSN was discussed. Food service personnel need training, but also need to have trainings available for administration (principal, superintendent, athletic directors, etc.), parent teacher organizations, and facility managers. Members encouraged short regional trainings; webinars; and one-sheet fact sheets. Include trainings at superintendent BOCES meetings, alliance groups, etc. Committee members are asked to provide names of personnel to be trained. Make sure that the calculator is ready for trainings.
 - Beth Wallace questioned whether the Administrative Review would cover competitive foods. Julie said that no new information had been provided, but would encourage adequate record keeping, labels, and receipts.

Administrative Review

- Bre Riley, Program Supervisor, and Sara Silvernail, Training Coordinator provided information regarding the new Administrative Review. Bre encouraged members to determine who is being reviewed this year in their region. Sara shared that all districts that are to be reviewed have registered for an Administrative Review Regional Training.
 - The trainings were restricted to only those districts being reviewed this year.

- The focus of the trainings will include the off-site and on-site pieces and what to expect from OSN during the review.
- Jan Bodnar, Senior Consultant emphasized that everyone is learning the process, including OSN staff.
- Guest speaker, Mona Martinez-Brosh from Adams-Arapahoe (Aurora Public Schools) shared her experience in preparing for the Aurora Administrative Review.
 - Mona emphasized the importance of training staff on the new meal pattern: “follow the menu, follow the recipe,” and make sure that the nutritional value of processed food is available.
 - Continued training on new meal pattern for lunch and breakfast
 - Production records: available and document that they are following the meal pattern.
 - Substitution food: make sure that the food served is exactly what is on the menu to ensure nutrient value.
 - Sites were selected where there were multiple food service programs are available
 - Breakfast in the Classroom: struggle with reimbursable meals, where food service personnel is training teachers, but not getting through, and OSN is the “bad guy” to enforce compliance.
 - Training: Civil Rights training and Civil Rights plan presented from food service management to kitchen managers to kitchen staff; next year, they will include in their all employee meeting to ensure everyone is receiving the same training.
 - Staff preparation for Administrative Review:
 - All staff members were encouraged to review all previous reviews at the SFA to ensure all findings, etc. have been corrected prior to the Administrative Review
 - On-site review completed
 - HACCP regulations updated and reprinted
 - SOPs for food in classroom
 - Health Department: food bar and time/temp. SOPs
 - Signage:
 - “And Justice for All” posters
 - Reimbursable meal posters/displays
 - Point of sale (POS) running rosters for backup
 - Make sure the cashier recognizes a reimbursable meal
 - Edit checks: comments, explanations
 - Regularly check and justify changes in participation
 - Overt identification
 - Mask free and reduced price meal eligibility
 - Pictures with numbers
 - Conversations on discrepancies between planned and served menus
 - Tri-County Health Department records
 - Asked for two inspections, but received no response

- Media releases
 - Distribute releases to media sources; sources will/will not publish, but SFA has fulfilled its obligation
- Manuals/guidance unclear, follow assessment
- Answer questions asked, but do not elaborate
 - Director (Mona) or one of her supervisors will be at all on-site meal service visits
 - OSN encourages directors to be on-site, and will direct questions to the director with backup provided by kitchen managers
- Free and Reduced Price staff will have completed the free and reduced price meals and verification trainings
 - They will be using last year's verification, because review will be held before new verification is available
- Verify that all meal time exemptions have been approved by OSN
- Financial Review: APS has no audit findings previously and have good free and reduced price meal and financial support
 - Backup documentation
 - Backup documentation kept at SFA, at the district, and off-site
 - Trade backup with another district: APS will have back up for Boulder, and Boulder will have back up for APS
 - Able to answer many financial questions on the phone with lead reviewer (Jan Bodnar), food service director (Mona Martinez-Brosh) and assistant director (menus).
- Lyza Shaw, Fiscal and Review Manager, shared that the reviewer will know the financial findings prior to the review, and that USDA will provide business officials with a checklist, with warning that it may not apply, but if reviewed, may be required.
 - All business office staff received questions on the review and provided follow-up.
- Shelly Allen asked what ACSN members could do for their regional SFAs to support them
 - Direct them to the OSN, and review questions with lead reviewers
 - Encourage attendance at training
 - Request clarification on the financial findings to explain flags
 - Jan Bodnar: OSN is learning this year, and will be able to improve the trainings for next year
 - Follow federal rules and review tool
 - Not developing state rules
 - Use regulations to show why the requests are included in the review

- Bre Riley: If not required in the regulations, it will not be required in the review
- Member Joni Bilderbeck asked for reassurance to directors, who are nervous, that it's new to the SFAs and the OSN
- Jane Brand: promoting a kinder, gentler OSN and review process, where we are "all in this together," and OSN will be providing technical assistance and corrective action.

Financial Reporting and the CDE – 5

- Lyza Shaw, Fiscal and Review Manager, discussed the CDE – 5 report and the work with the Public School Finance Department to restructure the CDE – 5 to provide SFAs with more useful and accurate information.
 - CDE Data Pipeline will automatically feed to the CDE – 5 from the business officials input
 - Will provide key information on resource management to food service
 - Asking ACSN members for feedback on the updated CDE – 5, including what information would benefit food service.
 - Beth Wallace: asked for development of a separate non-food object code, because these items have traditionally been included under other budget codes on the CDE – 5.
 - Other recommendations for inclusion on the CDE – 5 included indirect costs, three-month operating resources, general fund transfers and loans, and possibly information on FFVP grants and DOD commodities.
 - Jill Kidd: provide SFAs with a school finance chart of accounts, perhaps with a link to the OSN webpage.
 - Reminder that the NPR tool is due at the end of October
 - Comparison of participation trends for past three years is included in the meeting materials
 - Participation and funding included

Meeting Evaluation: What worked today?

- Beth Wallace: great room and facility; best set-up
- Jill Kidd: microphone is needed at all meetings (buy one?)
- Joni Bilderbeck: nice breakfast
- Great to have coordination with the Commodity Show

Topics for Wednesday, February 26, 2014 meeting:

- Beth Wallace: Competitive Foods exemptions for fundraising; discuss state agency policy on limiting days for fundraisers; date and times assigned to organizations
 - Member recommendations:

- Steffiney Quick: Many wellness policies have local guidelines on fundraising that are more restrictive than state policies/guidelines
 - Make a time limit (so school stores can't have ongoing fundraisers)
 - Tax laws should limit "on-going"
 - Limit number per year/per school, not per organization
 - Make considerations for enrollment size
 - Per school vs. size of district
 - Approval process for fundraising to enforce time limits and encourage prior planning
- Heather Hauswirth will make alternatives to food fundraisers available (OSN website)
 - Breakfast After the Bell Nutrition Program update
 - CDE – 5 follow-up on revisions
 - Administrative Review follow-up
 - Bre Riley: HungerFree has asked to speak at ACSN meeting, but they will be encouraged to host meeting separate from ACSN.

Closing Comments and Adjournment

- Jane Brand, Director, Office of School Nutrition, reminded ACSN members to complete their CDE – 56 travel reimbursement forms and return to Stacey Macklin at OSN. Jane thanked everyone for their attendance and participation. Meeting was adjourned at 11:05 a.m.