



Vision

All students in Colorado will become educated and productive citizens capable of succeeding in society, the workforce, and life.

Goals



Every student, every step of the way

Meeting Minutes

Meeting:	Advisory Council for School Nutrition (ACSN) Summer Meeting				
Date:	Wednesday, June 18, 2014	Time:	12:30 p.m. – 3:30 p.m.	Location:	Hotel Elegante, Colorado Springs, CO
Meeting Lead:	Jane Brand, Director				
Meeting Participants:	ACSN Members: Paula Buser, Amanda Cobb, Kim Cotta, Monica Deines-Henderson, Sandy Guyette, Michelle Hammond, Jill Kidd, Steffiney Quick, Naomi Steenson, Tammy Viers, Ella Walker, Beth Wallace, Kay Wernsman, OSN Staff: Jan Bodnar, Sara Rose Foreman, Julie Griffith, Heather Hauswirth, Kerri Link, Stacey Macklin, Megan Meermans, Amanda Mercer, Ashley Moen, Jennifer Otey, Bre Riley, Lyza Shaw, Sara Silvernail				
Absent:	Shelly Allen, Joni Bilderbeck, Brent Craig, Kathy DelTonto, Adam Gose, Meta Riseling, Craig Schneider				
Meeting Outcomes:	<ul style="list-style-type: none"> Learn more about the OSN’s plans for Direct Certification in SY14-15, including the required trainings and elements of the Continuous Improvement Plan Gain an understanding of the goals and objectives of OSN’s 2014 Team Nutrition Training Grant (TNTG) and will be able to provide feedback on the TNTG Needs and Interest Survey. Review ACSN survey results to determine overall effectiveness of the committee and areas of improvement. 				

Welcome, Introductions and Meeting Outcome/Norms:

- Jane Brand welcomed ACSN members and OSN staff to the last meeting of the second year of the ACSN.
 - Introduced Megan Meermans, Grants Fiscal Analyst/Nutrition who joined the OSN and is providing fiscal support to the OSN
 - Updates:
 - Administrative Review cycle has been successfully completed for the 2013-2014 school year
 - Team Nutrition Training Grant (TNTG) has been submitted by Heather Hauswirth, Program Specialist for Team Nutrition
 - Direct Certification Trainings have been conducted throughout the state, beginning in April and continuing until August
 - Smart Snacks in School interim final rule will become effective on July 1, 2014
 - Breakfast After the Bell Nutrition Program will be implemented in SY 2014-2015
 - The School Lunch Protection Act has been expanded and the State of Colorado will now reimburse SFAs for the 40 cents per lunch to cover grades PK – 5.
 - Thank you to Jill Kidd and Monica Deines-Henderson for their work with CSNA to further this legislation
 - Reimbursement will begin on August 6, 2014

Smart Snacks in School: All Foods Sold on Campus

- The interim final rule effective on July 1, 2014
- The OSN has established “up to three” exempt fundraisers (food fundraisers that do not meet the standards) for SY14-15
 - Up to three exempt per school building per year
 - Re-evaluate the number of exemptions at the end of SY14-15 and determine if it has been workable in the SFAs and districts
 - Re-evaluate when the interim final rule becomes the final rule
 - Exempt fundraiser memo was sent to SFA directors and superintendents and published in the CDE *The Scoop*, a weekly newsletter emailed to superintendents, business officials and principals
- Comments:
 - Kathy DelTonto: one time /one event exemption? How does this apply to “year-long” fundraisers?
 - Jane Brand:
 - Commissioner of Education Robert Hammond would not set a limit on the time of the fundraiser
 - OSN will not define the duration
 - Districts will decide duration
 - Districts should keep the “intent” of the law
 - Year-long fundraisers do not meet the intent of the law
 - Kay Wernsman: Concessions stands: How are they to be monitored?
 - Afternoon events (during school time)
 - Unaware of events, and who’s hosting
 - Amanda Mercer:
 - Most concession stands serve adults and parents
 - No exemption during the school day
 - Key in determining is “during school day”



- Sara Silvernail:
 - Continuing discussions with USDA; feedback gathered from SFAs, administrators, etc. is being gathered and presented to USDA
- Beth Wallace:
 - There are defined rules now, with the interim rule
- Jane Brand:
 - USDA Mountain Plains Regional Office (MPRO) continues to get feedback that will impact the final rule
 - The interim final rule applies to concession stands operating during the school day
- Kay Wernsman:
 - Situations where there is a concession stand is at a local school, but operation is by an outside concessionaire
 - Not aware of who's selling what
- Amanda Cobb:
 - If the "campus" is the jurisdiction of the school, what happens with an outside operator?
- Beth Wallace:
 - If students potentially have access to the concessions, the food sales have to comply
- Jane Brand:
 - These are case-by-case scenarios, and Amanda Mercer is the Smart Snacks contact for OSN
- Naomi Steenson:
 - Where is OSN going to audit the information at the district level?
- Amanda Cobb:
 - Who is ultimately responsible for enforcement and fiscal action?
- Beth Wallace:
 - SFAs should keep documentation that OSN will require
 - Purchase Orders, invoices, etc.
 - If items sold are not in compliance
 - Technical assistance
 - Repeat offenses: fiscal action-stop reimbursement
 - Principals want to comply to keep reimbursements from being stopped
 - Some high schools are contemplating leaving the NSLP
 - Future ramifications Smart Snacks will have on NSLP
 - Paying students support free and reduced price students
- Kathy DelTonto:
 - Will the superintendent/district sign a statement of compliance?
 - What documentaion will be required of the district?
- Jane Brand:
 - No statement of compliance, but the SFA renewal agreement states that the SFA will comply with all state and federal regulations

Equipment Grants: Jan Bodnar and Lyza Shaw

- Jan Bodnar:
 - Colorado has received \$403,000 for equipment grants
 - CDE grant department will develop an application, which is required for all money received and distributed by CDE OSN
 - Point/No-Point rating system on the application
 - 50% Free and Reduced Price percentage schools and high need schools are the focus, but not a mandatory requirement for receiving the equipment grants
 - Grants are distributed by school
 - If a school has previously received an equipment grants, they cannot receive this grant (need-not-apply)
 - CDE OSN and MPRO will approve the grant recipients
 - Grants will be awarded by September 2015, and must be used by September 2016
 - Can be reallocated to another school if not used by September 2016
 - Equipment purchase greater than \$5000 must have CDE OSN approval
 - Jill Kidd: approval is retroactive in the school year; highly recommend receiving approval
 - OSN will develop a form to submit for approval
 - Beth Wallace: will there be an exempt list of equipment?
 - Lyza Shaw: the approval applies when a single or unit price is greater than \$5000, not a quantity of smaller units totaling \$5000
 - Replacement purchases will have a fast approval turn-around
 - Approval doesn't apply to construction projects
 - CDE Public School Finance will be verifying purchases with CFOs and superintendents
 - Jill Kidd:
 - What happens with enterprise funds, where a building requires upgraded electrical – is this district construction because part of the building?
 - Beth Wallace:



- What happens when the grease trap floods the rest of the building?
 - Lyza Shaw:
 - Will discuss with Kirk Weber, and provide a statement addressing these situations
 - Shared facilities: Who pays for the repairs/upgrades, etc.

(Potential)Food Service Fund Rule Changes

- Lyza Shaw:
 - Enterprise and food service funds
 - Fund 51 will be Special Revenue Fund 21
 - Collect concerns and questions and develop Q&As
 - State Board Rules: discussion has begun around moving financial regulations related to food service to the financial/accounting rules; CFOs, business officials, etc. will have access to food nutrition rules in the accounting areas
 - Net cash resources – operating year, 9 months
 - Enterprise funds to food service funds
 - Eliminate 30% operating reserve threshold?
 - Jill Kidd: History of the “30% rule”
 - State match is calculated, based on non-restricted indirect costs
 - Indirect cost rates were charged to food service
 - 30 % regulation was to limit districts’ ability to take indirect costs from food service; keep districts from “raiding” food service funds
 - Originally driven by OSN to protect food service
 - Jane Brand:
 - Discussion stage, only, at this point
 - OSN doesn’t support eliminataing the 30% rule, as it protects food service
 - Recommendation to Public School Finance (PSF) to keep the protection
 - PSF is monitoring food service with federal dollars
 - Overview from Lyza; will contact food service directors for input
 - Jill Kidd:
 - Competitive Foods regulations should go to financial and accounting rules, instead of food service
 - Beth Wallace:
 - Don’t let finance have all food service rules; need to be in both finance rules and food service rules
 - Lyza Shaw:
 - Goal is to align net cash resources with 30% or 3-months operating rule; align the state and federal rules
 - Toosl for indirects and directs; understand maximums
 - Beth Wallace:
 - Will the PowerPoint presentations at CSNA be available on the ONS website
 - Lyza Shaw:
 - Yes

Direct Certification

- Jennifer Otey:
 - In SY 2012-2013, Colorado had a 72% match rate
 - In SY 2013-2014, Colorado had a 68% match rate, based on preliminary data
 - SY 2012-2013 and SY 2013-2014 used different data
 - Doesn’t included homeless/migrant and SNAP
 - Continuous Improvement Plan
 - Five goals in a multi-year plan
 - Direct Certification included in Colyar online system
 - Perfect the technology and the users of the technology
 - Trainings (paid for by the grant)
 - Understand non-matches
 - Gap analysis: why names didn’t match
 - Technical assistance to specific SFAs
 - Strengthen SFA awareness of the Direct Certification system
 - SFA agreement includes Direct Certification
 - 4x per year for match
 - Increased training
 - Include Temporary Assistance to Needy Families(TANF) in rates
 - Human Services has the data
 - Will be included in Direct Certification in Colyar sysem in SY 2015-2016
 - Insure continuous matching
 - Check verification
 - Best practices from other states



- Trainings
 - Required for one user per district
 - 102 of 187 have attended trainings; 58% user have been trained
 - Hands-on with system
 - System is changing and modifying
 - Match logic
 - Updates are in production with final updates soon
- Opening day for Direct Certification in Colyar system is July 2, 2014
 - Live in new system
 - If it isn't working as anticipated, contact Jennifer Otey
 - Good or bad?
 - Easy to use?
 - How is the matching?
 - Better or worse than before?
 - Matching more kids?
 - Additional possible matches?
 - Amount of time?
 - Manpower?
 - Jill Kidd:
 - Data from Department of Human Services (DHS) is available once a month?
 - Jennifer Otey:
 - Yes, OSN is refreshing once a month
 - Normally received from DHS by 16th of the month
 - Individual student lookup – type in names to verify

Wellness Update

- Heather Hauswirth:
 - Team Nutrition Training Grant (TNTG) application has been submitted
 - Competitive grant; not guaranteed
 - Septmeber 2014 notification of award to OSN
 - Grant period is from September 30, 2014 through September 30, 2016
 - Partners with Colorado Education Initiative (formally Colorado Legacy Foundation) and Colorado Department of Public Health and Environment (CDPHE)
 - Will incorporate their trainings into the TN trainings
 - Needs to be addressed in trainings
 - Align all school wellness policies with the Healthy Hunger-Free Kids Act (HHFKA) 2010
 - Increase HealthierUS Schools Challenge (HUSC) awarded schools
 - Help schools with the implementation of the Smart Snacks interim final rule
 - Provide smarter lunchroom strategies
- Amanda Mercer:
 - Smarter Lunchroom Strategies (Movement)
 - Cornell University:
 - Research based behavioral theory
 - Low to no cost
 - “Nudge” kids to make better choices
 - Smarter Lunchroom Assessment
 - Chocolate milk hidden behind white milk, kids pick white milk
 - Jan Bodnar: equipment grant implemented into smarter lunchrooms
 - Component for evaluation for equipment grant
 - Objectives
 - Local Wellness Plans (LWPs):
 - 50 SFAs/LEAs will attend a Wellness Training
 - 75% of these SFAs/LEAs will update their schools’ LWPs by the end of the grant period
 - HUSC:
 - 25 schools will submit HUSC applications
 - Smarter Lunchrooms:
 - 25 schools will commit to implementing Smarter Lunchrooms strategies for their food service programs
 - Smart Snacks:
 - Schools updating the LWPs will include nutrition standards for all foods sold in schools that meet or exceed the Smart Snacks in School standards
 - Activities
 - 8 Regional Wellness Trainings (four/year)
 - One-on-one technical assistance
 - Incentives



- Substitute pay
- HUSSC award incentives
- Smarter Lunchrooms toolkit
- End-of-the-grant celebration

- Heather Hauswirth:
 - The purpose of the Needs and Interest Survey is to determine which SFAs and Local Educational Agencies (LEAs) are interested in participating in Wellness Trainings
 - Instructions: please take the next ten minutes to complete the survey
 - Resources to assist with the completing the survey include:
 - Smarter Lunchrooms Scorecard
 - HealthierUS School Challenge Criteria Chart
 - Your SFA's /LEA's Local School Wellness Policy

ACSN Representation Survey

- Ashley Moen:
 - ACSN Charter
 - ACSN representatives will serve as a resource for School Food Authorities (SFAs) within their specific region
 - ACSN members will seek feedback from SFAs to provide input and sharing of:
 - Best Practices
 - Training Needs
 - Resource Needs
 - Peer-to-peer Support
 - Peer-to-peer Learning
 - Collaborating with professional organizations
 - Purpose of the ACSN Representation Survey
 - Assess the effectiveness of the ACSN
 - Identify areas for improvement
 - Questions 1-12 for SFA directors
 - Questions 13-20 for ACSN representatives
 - Results of the ACSN Representation Survey – SFA responses
 - 58% of the respondents didn't know their ACSN representative by name
 - May not recognize representative contact in relationship to the ACSN
 - Email is the most effective method of communication, followed by phone and in-person
 - Emails, program updates and resources were provided to the SFA directors
 - What additional assistance would you like to have from your ACSN representative?
 - Status check
 - Legislation
 - Just support is good
 - When more classes or more information is available to learn about
 - To be included on a regular basis
 - Suggestions on how to make a successful program
 - Results of the Results of the ACSN Representation Survey – ACSN representative responses
 - The number of districts in region is manageable
 - 72% believe that ACSN has worked effectively and been successful in its mission and met expectations
 - What has been the most successful part of the ACSN for you?
 - Being a part of discussions that impact schools and having a voice to express concerns/issues
 - It has been nice to get to know who my contact people are
 - I have gained a great deal from our open discussions with new rules, guidelines, etc.
 - Having information readily available
 - Being able to assist smaller districts in understanding information and regulations. So many of them do not have resources or ability to get this information otherwise.
 - Sharing/networking with those in my group and around the state as a whole
 - What has been the most successful part of the ACSN for the districts you represent?
 - I can bring their opinions, questions, feedback to the OSN in a more efficient time saving manner
 - Districts can ask questions and members are able to seek clarification from meetings or CDE directly
 - Sharing their input and needs
 - Communication and support
 - Meeting new people
 - Get answers to questions they have
 - Majority would like updated contact information for the directors in their regions
 - OSN will provide updates to the contact information, as it becomes available (at least at each meeting)

Reorganization of the ACSN



- Jane Brand:
 - ACSN has proved to be very valuable to the OSN
 - Key to providing resources for the implementation of the changes in the meal patterns, new programs, Breakfast After the Bell Nutrition Program, etc.
 - Smart Snacks input was specifically requested by OSN, and provided by ACSN
 - Third year of the ACSN is beginning, and representatives have completed their two year commitment; some members will be leaving the ACSN, while some members will remain for an additional year to complete a three year commitment
 - OSN will be redistricting the state, to better align representatives with the districts in their region
 - ACSN representatives will provide input on how to redistrict, to better serve region
 - OSN will redistribute Kay Wernsman and Steffiney Quick districts, as some of Kay's districts are closer to Steffiney's location
 - Monica Deines-Henderson's current districts are on the eastern plains; many districts are closer to her location
 - RCCIs and Charter Schools will be combined into a new region
 - OSN would appreciate recommendations for redistricting and volunteers/nominations for new representatives in their region
 - Beth Wallace:
 - Develop a one-page summary of meetings that can be distributed to districts in the regions
 - Updates
 - Ask for feedback
 - Provide the directors with the name of their representative on a regular basis, associating the representative with the ACSN

Evaluations/ Roundtable

- Jane Brand
 - Thank you to Julie Griffith and Jennifer Otey for organizing the ACSN meeting
- What worked today?
 - Nice room set-up
 - Room warmed up; good temperature
- What didn't work today:
 - Too much food
 - Beth Wallace:
 - Hard to shut off conference mode, and start ACSN meeting
 - Add some time between end of conference and start of meeting
- Suggestions for next meeting?
 - How many schools are leaving the NSLP?
 - Updates on the revision of the Administrative Review tools
 - What has changed? Why?
 - Procurement Review
 - State policy / federal policy
 - Alignment of policies
 - Tried to align Smart Snack "interim" final rule, but can't make interim state policy, and then change for final rule
 - Align Colorado Healthy Beverage with Smart Snacks
 - ACSN could make recommendations to back-up OSN recommendations
 - Colorado Competitive Foods
 - "30 minutes before and 30 minutes after" probably will stay in policy
 - Colorado Healthy Beverage won't go away, but align with federal policy
 - Align sodium
 - Jill Kidd:
 - The Competitive Foods/Smart Snacks tool that compares state and federal rules is a very helpful tool
 - Beth Wallace:
 - Would like to see separate emails for policy updates
 - Key policy changes not communicated only through the Thursday Update
 - Jill Kidd:
 - Emails with policy changes have:
 - Subject: KEY! IMPORTANT! POLICY CHANGES!
 - Highlight policy changes
- Jane Brand:
 - OSN team (program specialists and management team) have been on top of issues and changes
 - Thank the OSN team for the incredible job of implementing changes and providing guidance for SFAs
 - Follow-up constantly with MPRO and USDA for clarification
 - Constantly in contact with other state agencies
- Kathy DelTonto:
 - Grateful for her position on the ACSN



- Thanks to ACSN for providing networking
- Provided her with a new role in leadership
- Made her a better director, and a better human being by her association with ACSN