Advisory Council for School Nutrition (ACSN)
Meeting Minutes – Friday, February 22, 2013
Cheyenne Mountain Resort, Colorado Springs, CO

ACSN Members: Shelly Allen, Joni Bilderbeck, Paula Buser, Amanda Cobb, Kim Cotta, Brent Craig, Monica Deines-Henderson, Kathy DelTonto, Adam Gose, Sandy Guyette, Michelle Hammond, Jill Kidd, Steffiney Quick, Meta Riseling, Naomi Steenson, Ella Walker, Beth Wallace, Kay Wernsman **Absent**: Craig Schneider, Tammy Viers

Guests: Jeremy West, Farm to School Task Force, Nutrition Service Director, Weld County 6 – Greeley; Sharon Dafondanouto, Senior Program Specialist, USDA Food and Nutrition Service (FNS)Mountain Plains Regional Office (MPRO); Gina O'Brian, USDA FNS MPRO; Dietary Interns – USDA FNS MPRO

CDE Office of School Nutrition (OSN) Staff: Jane Brand, Lyza Brackett, Bre Riley, Sara Silvernail, Jeanne Aiello, Jan Bodnar, Connie Harlow, Katie Jackson, Stacey Macklin, Ashley Moen, Jennifer Otey, Heather Schoen

Welcome and Introductions
- The ACSN meeting was called to order at 12:00 p.m. by Jane Brand, Director, Colorado Department of Education (CDE) Office of School Nutrition (OSN). Jane welcomed ACSN members, and CDE OSN staff members – including the introduction of Lyza Brackett, Fiscal and Review Manager, and Heather Schoen, Senior Consultant. Jane also informed the council that Tammy Viers would be joining the ACSN, but was called away from the meeting with news of the death of her mother. Following introductions, and a review of the agenda and the ACSN meeting norms, Jane introduced Jeremy West, Farm to School Task Force Chairman.

Farm to School Data Collection
- Jeremy West gave a brief history of the Farm to School Task Force, including the news that the Farm to School legislation had been passed by the Colorado Senate, and had moved on to the Colorado House. He explained that the task force is attempting to bridge the gap in the tracking of Farm to School activities in Colorado.
- Currently, 64 districts are participating in the Farm to School program, but it is not known how they are participating (Colorado Proud Day, school garden, etc.) The task force would like to compile information on what starts a program, how it grows, and how procurement is done.
  - With this information, individual districts could track and promote accomplishments, and attract funding for activities.
  - Peer to peer networking would match policymakers with interested districts
  - CDE OSN claim system could provide an automated system for Farm to School questions

- Farm to School Task Force is asking ACSN members to complete a survey, providing information on what is easily tracked by districts, what is hard to track by districts, distribution, and procurement. (ACSN members were asked to complete the survey, and turn results into CDE OSN at the end of the meeting.)
- ACSN members discussed the availability and options for private funding, technical assistance, and tracking, as well as geographical considerations for implementing a Farm to School program.
- Jeremy West concluded his presentation by emphasizing that the Farm to School Task Force will work with local teams around existing efforts to provide assistance to districts interested in implementing a Farm to School program. ACSN members were encouraged to visit http://coloradofarmtoschool.org/, the Farm to School Task Force website for further information regarding the Farm to School program.

6 Cent Certification Presentation and Validation Review
Senior Consultant Katie Jackson presented a 6 Cent Certification and Validation Review update.
- 146 flash drives have been received
- 15 6 Cent Certification Technical Assistance Trainings have been conducted throughout the state, and four additional trainings have been scheduled for March and April
- 92 SFAs have been approved (50% of the SFAs in Colorado)
  - ACSN members are asked to encourage SFAs to attend technical assistance trainings, if they have not completed the certification process, as the CDE OSN is still striving for 100% certification of Colorado SFAs by the end of the 2012-2013 school year.
- Validation reviews have been completed for 16 SFAs. 30 additional validation reviews will be conducted by the end of the 2012-2013 school year to meet the validation review requirement of 25% of certified SFAs.
  - Katie encouraged members to consult the Validation Review Checklist. The checklist provides information the SFA will need to provide to CDE OSN and what will be reviewed.
  - ACSN members reported that some SFAs have already received their first payments of the 6 cents.
  - Comments on Validation Reviews included: friendly, good experience, not traumatic, very helpful to director and staff, answered questions, and provided positive feedback

Direct Certification
Senior Consultant Jennifer Otey presented an update on Direct Certification.
- Reporting on Direct Certification shows Colorado at 68% matching. An 80% match is required for the current year, and matching percentages will rise to 90%, and then 95% in the coming years.
- CDE OSN was required to submit a Continuous Improvement Plan showing steps to be taken to improve the percentage match.

- Included in the Continuous Improvement Plan is a grant application that will provide funding for the following:
    - Direct Certification module for the Colyar claim system
    - Online and regional training
    - Outside consulting firm to review and analyze data
    - Increased collection data periods, providing at least two collections at the beginning of the school year and one in October. Ultimately, it would be desirable to have monthly collections to increasing matching.
- Comments on Direct Certification included:
    - Questioned what other states, with higher match rates, are doing differently than Colorado.
    - Because many districts do not collect Social Security numbers from students, these numbers cannot be matched in SNAP.
    - Live database would be more effective, instead of having to wait for collection downloads or more frequent collection downloads, perhaps monthly instead of quarterly.
    - Problems arise with multiple last names in the system, leading to non-matches
    - To increase matches, Jill Kidd reported that her staff manually evaluates applications and matches. They manually compare the same household-different status, same address-different status, etc. Changes must be made manually and of 10,000 applications, 3,000 were manually changed.
    - Because the first match is submitted to Congress, it is not the most accurate representation of the matches.
    - Many districts start school before the first download, so they are forced to accept applications.
    - If households are approved through Direct Certification, number of verifications of applications is reduced.
    - Migrant/homeless designations receive more benefits, so they are not coded as Direct Certification, which lowers the percentage. If migrant/homeless were included, the percentage would be higher.

Special Dietary Needs

Senior Consultant Ashley Moen presented updated information regarding Special Dietary Needs.
- As a result of input from ACSN members at the December meeting, Ashley has developed flow charts to answer questions regarding Special Dietary Needs.
    - ACSN members used the flow charts to evaluate two scenarios to reach the appropriate action for the district.
- Special Dietary Needs Best Practices encouraged by Ashley are:
    - Provide clear guidelines
    - Ensure consistent practices at all schools and with all personnel
    - Document all information

- Demonstrate the districts commitment to the Special Dietary Needs of their students

Charging for seconds and a la carte food items

Fiscal and Review Manager Lyza Brackett and Senior Consultant Jan Bodnar moderated a discussion on options for charging for seconds and a la carte food items, emphasizing that food costs must be covered. In reference to paid lunch equity, tools will be available shortly to show costs versus charges.

- Charging for Seconds:
  - Brent Craig: tracks labor and food costs, and multiplies the costs by 50%, then doubles, and adds 30%.
  - Adam Gose: food costs, times three
  - Amanda Cobb: because extra labor isn't used to create 2nds or a la carte food, they cover food costs at $1.00
  - Meta Riseling: district does not charge students for seconds; district absorbs costs and transfers payment of seconds from district general fund to food service fund
  - Most districts do not charge extra for seconds on vegetables
- Charging for A la carte:
  - Brent Craig: same formula used with seconds, but add what the marketplace will allow to be competitive
  - Beth Wallace; determine lunch price, and compare to competition to see if it is worth selling; if covering costs, price at slightly less than competition
  - Popular nutritious items have less mark-up than non-nutritious options (apples have less mark-up than chips)

Best Practices, ACSN Communications and Validation Reviews

- ACSN member Steffiney Quick reviewed best practices for effective communications with SFAs represented by ACSN. Following the enthusiasm and excitement of the first ACSN meeting, emails were sent to all SFAs in the region. No responses were received from any SFAs, so emails were sent, again. After no responses to the second emails, Steffiney took the initiative and responsibility to call each SFA.
  - Ask questions about who needed to be involved from the SFA; who would benefit most from meeting; who could provide best input. The most important step was finding the right person to contact at each SFA.
  - Arranged in-person mini trainings and meetings.
  - Formed connections between SFAs, and between SFAs and ACSN; provides SFA to CDE OSN connection.
  - Encourages SFAs to take advantage of trainings, technical assistance and resources from CDE OSN.
- ACSN member Beth Wallace provided best practices for Validation Reviews, commenting that the USDA changes have been the most difficult requirements in years.

- Be prepared; review Validation Review Checklist and compile all necessary documentation prior to the review.
  - Reviewed and confirmed all items on the checklist.
  - Supervisors reviewed all menus.
  - Information compiled in notebooks by elementary, middle, high school, breakfast (as needed) containing menus, recipes, production records, and nutrition labels and stored at a centralized location.
  - Provided production records to CDE OSN prior to review; not required, but a benefit to CDE OSN and SFA.
  - Supervisors were present at every site that was observed for service.
    - Observed minimum required for breakfast.
    - Checked menus/notebooks.
    - Observed minimum required for lunch.
    - Representative sample of records guidance from USDA is vague.
      - If initial sample looks good, review only a few; if initial sample has problems, review more.
  - Post actual health inspections.

Training and Technical Assistance
Training coordinator Sara Silvernail presented an update on training and technical assistance.
- CDE OSN and CSNA are partnering for the summer conference in June.
  - CDE OSN will teach four classes and ACSN members were asked to submit class topics, which included:
    - Meal planning
    - Production records
    - New Administrative Review
    - Offer versus Serve (identifying the reimbursable meal)
    - Special Dietary Needs
- CDE OSN is developing a series of webinars
  - School Breakfast Program (SBP)
  - HealthierUS School Challenge (HUSSC)
  - Special Dietary Needs
  - Administrative Review Process
- CDE OSN is developing a tool/resource that will identify which meals that are in compliance with the meal pattern, to make sure that the meals are in compliance for the entire week
  - Jill Kidd and Jamie Humphrey have developed excel spreadsheet tools for tracking compliance with the meal pattern
- CDE OSN is developing a new manager toolkit that will be available for all new food service managers
  - ACSN members were asked to comment on what trainings and technical assistance should be provided for the implementation of the New Meal Patterns for Breakfast. Recommendations included:

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- Availability of presentation made by Jeanne Aiello at Directors' Conference
  - Perhaps making videos of presentations and making videos available to SFAs for in-service trainings at SFAs
- PowerPoint presentations with narratives
- Webinars
- Sample menus and recipes
  - 12 weeks of menus, from which cycle menus could be chosen
  - Recipes would have to be USDA recipes, because CDE OSN does not have facilities or funding for recipe testing and analysis (Jane Brand)
- Trainings should include all future requirements, not just the requirements for the 1st year of implementation, because SFAs would rather meet future requirements than having to add or modify requirements after 1st year
- Trainings need to take into consideration that many food service departments have antiquated equipment that makes participation in technology based trainings difficult to impossible
  - Propose coordinating trainings with local BOCES?
  - Find grant funding for technology for SFAs

Trans Fat Legislation
Director Jane Brand provided a short update on the Trans Fat Legislation.
- The State Board of Education will not promulgate rules (Legislation allowed that State Board of Education "may," but the State Board of Education has declined).
  - Initially, the State Board of Education had charged CDE OSN with developing guidance and best practices.
  - As of mid-February 2013, the CDE OSN was told to hold activity on guidelines and best practices.
  - Colorado Association of School Boards (CASB) will address legislation soon.
  - Jill Kidd reported that CSNA will address repeal of the Colorado legislation and state regulations with the implementation of the final USDA Competitive Food Rule.

ACSN Meet and Greet Roundtable
What did your region learn from the Administrators' Reference Manual (ARM) survey?
- use it most of the time; fairly easy
- sometimes hard to find anything from the index; can't find exactly what they are looking for, so they call CDE OSN; call colleagues; don't use
  - Provide summary and highlights of chapters in index of ARM?
- search engine didn't yield results unless search was very specific
- didn't know about the ARM
- know about the ARM, but too time consuming to use

- so big, need retraining and review; initially learned about ARM at New Directors' Conference
- couldn't access or use the internet
- use information as written backup of actual regulation for administrators, school boards
  - provide policy for interpretation by laymen
- updates used to be mailed; several didn't know changes were emailed and/or online
  - Paper copy, CD or flash drive would be beneficial
- couldn't find information regarding indirect costs
- upgrade sections on validation reviews and special dietary needs/allergies
- requested sample menus for special diets
- include a review of the ARM in the index
  - What is in the ARM?
  - Where to find it in the ARM?
  - Links to HUSSC and other programs

What did you learn that you didn't know? Best practices?
- Cross training is important; sharing of best practices
- Best practices: scratch cooking in small districts
- Can food be withheld as a disciplinary action in a residential care facility?
  - No; ARM - Section 4 – Disciplinary Action
- Request additional training in Offer versus Serve
  - Laminate sheet with key points for breakfast and lunch
  - Video geared to kids explaining what a reimbursable meal is
    - Adams 12 has a video for kids on their website
      http://www.adams12.org/nutrition_school_meals
- One on one trainings for food service directors in dealing with conflict and struggle with administration and superintendents
  - Encourage CDE OSN work with administrators and superintendents to stress CNP rules and regulations
  - CDE Scoop does contain articles for administration and superintendents regarding CNP
- ACSN has created energy within the region; SFA directors and personnel are excited to work and build together and strengthen relationships
  - Excited to meet with districts
  - Want to coordinate additional meetings with regions in conjunction with regional and state meetings

Hot topics for the June 19, 2013 meeting:
- Update on Direct Certification grant
- Update on Competitive Food Rules (Sharon Dafondanouto, USDA)
- Administrative Reviews

Meeting evaluation:
- What worked?
  - Connecting ACSN with the Directors' Conference
- What didn't work?
  - Adding meeting to the end of the conference; too tired

Closing Comments and Adjournment:

Jane Brand, Director, Office of School Nutrition, thanked everyone for their attendance and participation. Jane reminded ACSN members to complete their CDE – 56 travel reimbursement forms and Farm to School Survey return to CDE OSN. Meeting was adjourned at 3:10 p.m.