

**Advisory Council for School Nutrition (ACSN)
Meeting Minutes – Wednesday, June 19, 2013
Crowne Plaza, DIA Denver, CO**

ACSN Members: Shelly Allen, Joni Bilderbeck, Paula Buser, Amanda Cobb, Brent Craig, Monica Deines-Henderson, Adam Gose, Michelle Hammond, Jill Kidd, Steffiney Quick, Craig Schneider, Naomi Steenson, Tammy Viers, Ella Walker, Beth Wallace, Kay Wernsman

Absent: Kim Cotta, Kathy DelTonto, Sandy Guyette, Meta Riseling,

Guests: Dana Scott, State Coordinator for the Education of Homeless, Children and Youth, Office of Dropout Prevention and Student Engagement; Tomas Mejia, Principal Consultant, Migrant Education Program; Judith Martinez, Director, Dropout Prevention and Student Engagement.

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

Welcome and Introductions

- The ACSN meeting was called to order at 12:36 p.m. by Jane Brand, Director, Colorado Department of Education (CDE) Office of School Nutrition (OSN). Jane welcomed ACSN members, guests and CDE OSN staff members. Jane commended the ACSN members for their guidance and support that lead to 100% certification of the School Food Authorities in Colorado. Jane credited the ACSN members for having provided feedback from SFAs that were the basis for the state-wide technical assistance trainings and the one-on-one support from the OSN.
 - As the ACSN completed one year of meetings, Jane suggested consideration of the ACSN charter for member input.
 - It was suggested by Jane, and agreed upon by members, to change the number of meetings from four quarterly meetings, to three meetings annually.
 - Fall meeting: Commodity Food Show
 - Spring meeting: OSN Directors' Conference
 - Summer meeting: Colorado School Nutrition Association (CSNA) Conference
 - All members were asked to continue to serve on the ACSN through the end of the second year, to assure continuity and consistency. Following the completion of the second year, members would stagger off of the council, to allow replacement of one-third of the council in each of the following years.
 - The current attendance policy would continue as written in the charter, especially considering the reduction in the number of meetings annually.

- Paula Buser has agreed to continue to represent the Canon City region, even though she will be moving to the Littleton School District.
- Following introductions, a review of the agenda, the ACSN meeting norms, and the ACSN charter, Jane introduced Dana Scott, State Coordinator for the Education of Homeless, Children and Youth, Office of Dropout Prevention and Student Engagement; Tomas Mejia, Principal Consultant, Migrant Education Program; and Judith Martinez, Director, Dropout Prevention and Student Engagement. Ms. Scott and Mr. Mejia gave a condensed power point presentation to the OSN staff and ACSN members with an overview of the McKinney-Vento and migrant programs at CDE, and the relationship between these programs and the nutrition services programs in Colorado. Following their presentation, they led a discussion regarding the perceived lag time in application processing for homeless and migrant students, and the receipt of free meals. Ms. Scott requested information and suggestions for best practices for processing applications to allow “immediate access” of free meals for homeless and migrant students.
 - It was suggested that these applications be given priority consideration, moving them to the “top of the pile” in processing. Members indicated that most districts gave free meals immediately to students identified as homeless or migrant, even without proper paperwork approval. Concerns were voiced that prioritizing homeless and migrant students would lead to problems with the approval of applications from other qualified free students.
 - Members encouraged homeless and migrant liaisons to improve communications with food service departments, and include school secretaries, nurses, and bus drivers in this communication as they are often the first contact within a school district. Many members pointed out that they were not aware who their homeless or migrant liaisons are, and that introductions with food service directors should be made regularly as these contacts change frequently.
 - There were several concerns voiced regarding the accrual of costs for meals charged to homeless and migrant students. Dana Scott informed the ACSN members that these costs could not be charged to these families and have to be paid by the districts’ general funds, anonymous donations or other funding. Several ACSN members commented that these charges and their payment through the food services programs hinder the ability of the program to operate at the mandated break-even point.
 - Next steps to be considered would be to make sure that suggested best practices for application processing are shared; communication between homeless and migrant liaisons and food service departments are improved; and reminders in the Thursday Update are used to improve this communication.

OSN Website Discussion

- Jill Kidd, Nutrition Services Director Pueblo City School District, led a discussion on the OSN website. Jill asked members how they use the OSN website, and primary locations that are most frequently visited. Most members agreed that the Administrative Reference Manual (ARM) and the USDA memos were the primary locations used. Jill

discussed problems with broken links and difficult navigation that are currently being experienced on the OSN website.

- Stacey Macklin, Consultant Support and Web Content Coordinator, gave an overview of the new CDE and OSN website that will be launched at the end of June. The new website will have the same content, but a more modern, updated feel, with greater navigability and improved search engines. Because of the transition to the new website, many links on the current site have been broken, and are being relinked as they are found. These links should be functioning on the new website. Stacey asked for suggestions on improving the navigation of the site, and changes or updates that could be made to improve the OSN website. Suggestions included:
 - Clarification on the topics included in References and Resources
 - Quick links from OSN homepage to:
 - USDA memos
 - Thursday Updates
 - October 1 count information on the CDE website
 - NSLP links to USDA regulations
 - Food Buying Guide
 - NFSMI
 - Pictures of staff on “About Us” page (and ACSN members!)
 - Online recipe book – collaborative, interactive effort

Direct Certification Grant

- Senior Consultant Jennifer Otey presented an update on the Direct Certification Grant.
 - CDE OSN received the \$126,000 Direct Certification Grant on April 15, 2013, and funding was received at the end of May. The Direct Certification Grant 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; gap analysis
 - Identification of districts that have consistent matching problems for additional training
 - Direct Certification will not open July 1, 2013. Because of the delay in receipt of the grant funding, the online module will not be initially available.
 - SFAs will be able to use the current Direct Certification system, and upload a second time into the new system when available or wait to upload into the new system when available. (If a SFA chooses to upload into the current system, they will still be required to upload into the new system.)

Breakfast After the Bell (HB-1006)

- Jane Brand updated ACSN members on the passage of the Breakfast After the Bell legislation (HB-1006).
 - Implementation begins in school year 2014-15
 - Year one: 80% or greater free and reduced price meal eligibility guideline

- Following year one: 70% or greater free and reduced price meal eligibility guideline
- Per House Bill 13-1006, the OSN shall develop and distribute procedures for the implementation and enforcement of the bill; offer technical assistance related to submitting claims for reimbursement; develop procedures to allocate and disburse federal moneys; and assure that moneys received must only be used for the food and operations associated with the food service program.
- Jane informed the ACSN members that the OSN will be forming a subcommittee to develop an Implementation Guide for Breakfast After the Bell, to be made up of ACSN members, and food service directors and personnel.
 - Implementation guide will include implementation, corrective action, and enforcement.
 - Implementation Guide will be drafted by April 30, 2014
 - Upon completion of the draft Implementation Guide, stakeholders will be invited to participate in a comment period, followed by the approval of the Implementation Guide.
 - At this time, we understand that the implementation guide will not need to be approved by the CDE State Board of Education through the formal rule making procedures.
 - Volunteers were solicited from the ACSN members, and the following will serve on the Implementation Guide subcommittee: Joni Bilderbeck*, Sandy Guyette*, Shelly Allen, and Jill Kidd. Food Service Directors volunteering for the subcommittee include: Teresa Hafner*, Rick Hughes, and Linda Stoll. (*nominated to serve, but not confirmed)

New Administrative Review Overview

- Lyza Shaw, Fiscal and Review Manager, and Sara Silvernail, Training Coordinator provided an overview of the Administrative Review Process and Regional Trainings.
 - Lyza shared the focus of the classes at the CSNA Conference, which included the details of the information that will be provided to OSN off-site, and the details of the information validated on-site. She also outlined the annual review schedule (on the OSN website) and that the 2013-2014 Administrative Reviews are scheduled to begin in November. Administrative Reviews are grouped regionally to improve the efficiency of the review process and OSN staff.
 - Sara explained that the OSN will host regional Administrative Review trainings, prior to the time that reviews will be conducted in that region. Nine regional trainings are scheduled between late August and mid-October. Sara encouraged ACSN members to attend a regional training to become a better resource for the SFAs they represent.

Directors' Conference Follow-up

- Heather Hauswirth, Senior Consultant presented a follow-up to the 2013 Directors' Conference, using data obtained from evaluations immediately following the

conference, and a Survey Monkey that provided more specific timing and content information.

- Based on the information obtained from the evaluation and survey, the following conclusions were made:
 - February was most requested month, but not near the Presidents' Day holiday, or the LAC conference at the end of the month
 - Front Range-South, is the preferred location
 - ½ day first day; full day second day; ½ day third day (Wednesday – Friday) is the preferred conference schedule
 - Perhaps modify schedule with most pertinent information presented on one day, for those unable to attend multiple days
 - Perhaps schedule different sized districts on different days (same content, but adapted for size consideration)
 - Structure teaching around different tracks for small, medium, or large districts
 - Information should pertain to district needs, based on size
 - Eliminate classes offered to “fill time”
 - Focus by district size
 - Include keynote speaker and networking time

Hot topics for the Thursday, October 3, 2013 meeting:

- Competitive Food Rules (Smart Snacks) for school year 2014-2015 (if rule is out by 7/1/2013)
- Breakfast After the Bell
- Administrative Reviews

Meeting evaluation:

- What worked?
 - Great room set-up
 - Good food
 - Good outside speakers (Homeless and Migrant representatives)
 - On-point; no filler

Closing Comments and Adjournment:

Jane Brand, Director, Office of School Nutrition, re-introduced and welcomed Sara Rose LaViolette, Senior Consultant, as the newest member of the OSN team. Jane reminded ACSN members to complete their CDE – 56 travel reimbursement forms as soon as possible to avoid conflicts with the CDE fiscal end of year. ACSN members were also reminded that reimbursement for travel expenses to meetings was only obligated for one year; after reviewing the OSN budget, it will be determined if OSN will be able to continue to reimburse members for travel expenses to meetings. Jane thanked everyone for their attendance and participation. Meeting was adjourned at 3:30 p.m.