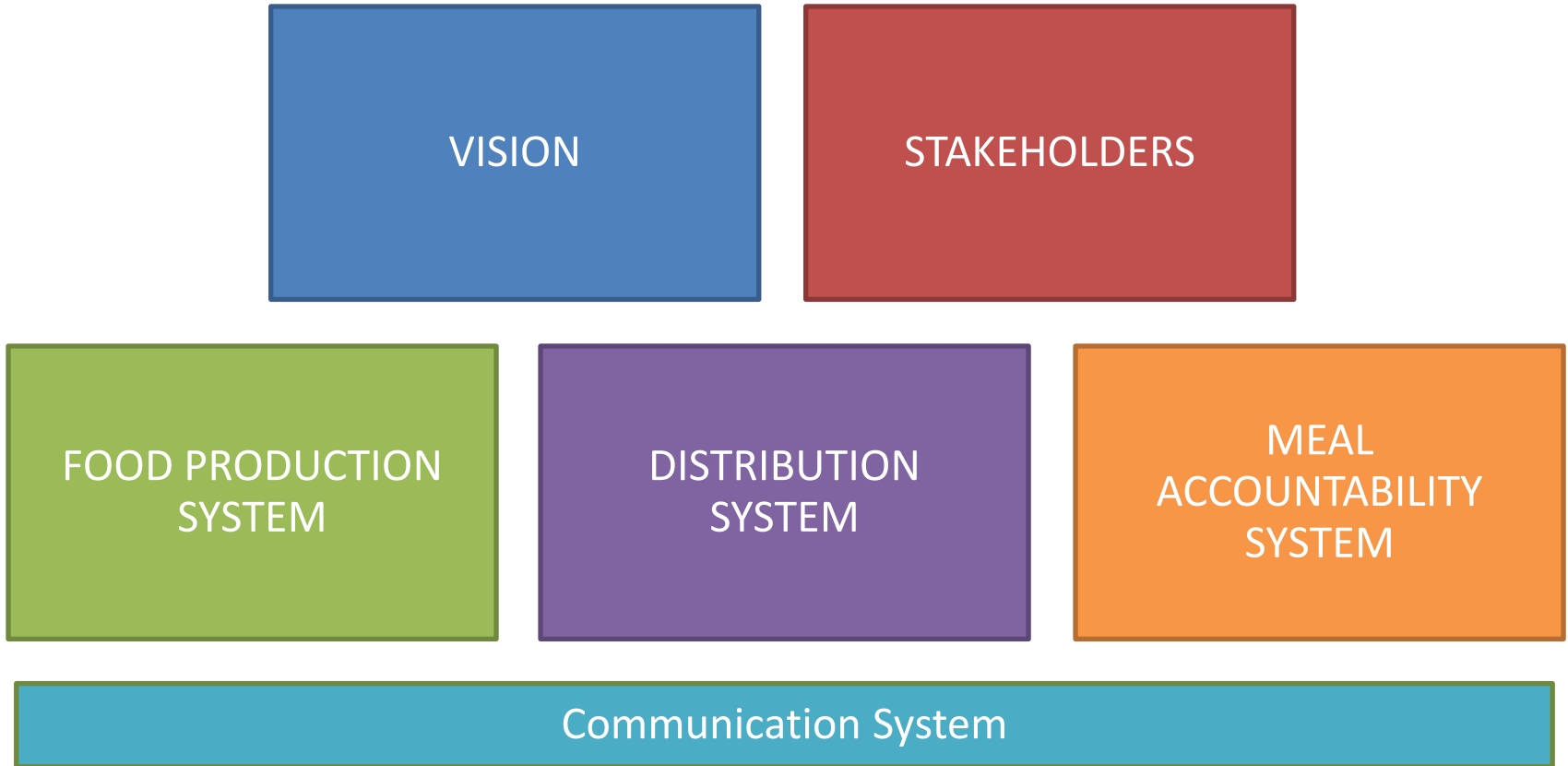


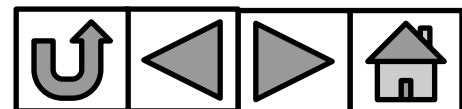
# IMPLEMENTATION PLANNING

for Sustainable Grab and Go Breakfast Programs



Click on any of the boxes to guide you through the process

Inside the presentation, click on any of the navigation boxes to move about →



# VISION

SFA LEADERSHIP  
determines  
WHAT schools and  
WHAT timing

SFA LEADERSHIP  
develops a STARTING  
VISION for what this  
looks like at XYZ  
School

SFA collaboratively  
develops VISION with  
STAKEHOLDERS

Click on any of the boxes  
to guide you through the  
process



# VISION

## What Schools?

**HB 13-1006 established WHAT SCHOOLS must serve Breakfast after the Bell**

- **October count numbers**

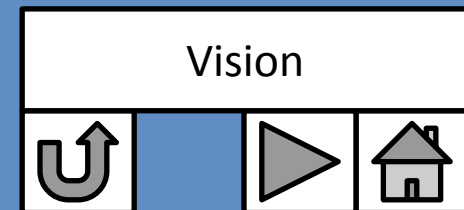
Start with sites which have fewer obstacles

– **Considerations:**

- Kitchen layout and equipment
- Kitchen staff
- School leadership
- School schedule
- School layout
  - Stairs
  - Size

Slide 1 of 2

Click the right arrow  
to go to the next  
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# VISION

## What Timing?

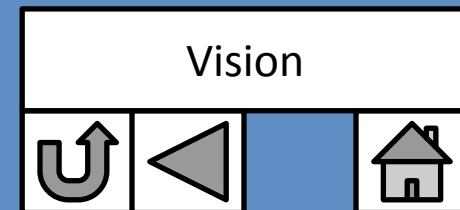
### **SFA determines Implementation schedule**

Give your team adequate time to do it right, as there is only one “first time.”

#### **– Considerations:**

- Vision Casting, Buy-In is Critical to Long-term Success
- Stakeholder Involvement
- Careful, Collaborative Planning
  - Food Production System
  - Food Distribution System
  - Meal Accountability System

Slide 2 of 2



# VISION

## Casting Vision

**SFA LEADERSHIP** develops a **STARTING VISION** for what this looks like at \_\_\_\_\_ School

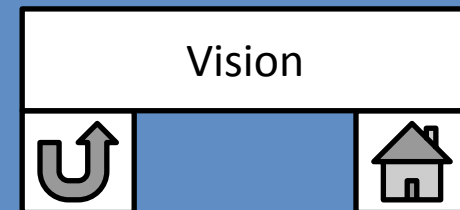
**The mental image of the what are we trying to accomplish.**

*We can't accomplish what we don't see in our minds. The clearer the mental picture, the better the end-results.*

### Casting Vision

“The organization you lead will proceed toward one of two places: the destination of your choosing or one you didn't intend. The catalyst for determining the right direction is vision. Rather than just a dream or a far-reaching, unattainable goal, vision is a realistic picture of what you want your organization to become, and the impact of that effort. It's also a reflection of your values, why your business exists and what it will become in the future.”

- CareerBuilder.com



# STAKEHOLDERS

The best vision is developed collaboratively

Determine “Who”

SFA sets up meetings  
Vision Casting,  
Potential Problem  
Analysis,  
Training

Determine “What”  
FOOD PRODUCTION SYSTEM  
DISTRIBUTION SYSTEM  
(District, School, Classroom)  
MEAL ACCOUNTABILITY SYSTEM

Click on any of the boxes  
to guide you through the  
process



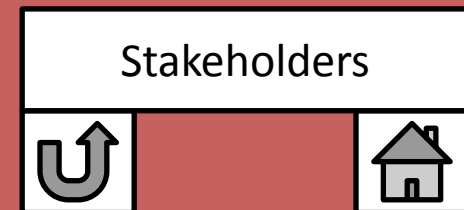
# STAKEHOLDERS

## Who is impacted?

**SFA determines WHO is impacted by this implementation and GET THEIR BUY-IN!**

**– Considerations:**

- Principal, District Leadership
- Building Manager, Custodians
- Kitchen Manager, SFA Staff
- Teachers, Classroom Aides
- Parents



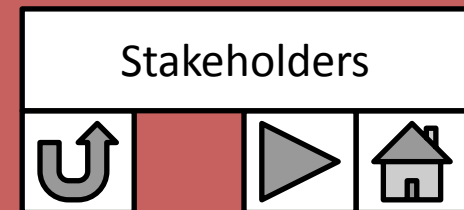
# STAKEHOLDERS

Let's Meet to COLLABORATE!

**SFA sets up meetings to accomplish the following with ALL stakeholders**

- Vision Casting and Buy-In
- Potential Problem Analysis,
- Training,
- Details, Details, Details
  - Who, Where, What, When, Why, How

Click the right arrow  
to go to the next  
slide on this topic.





# STAKEHOLDERS

## Let's Meet to COLLABORATE!

### Details, Details, Details...

- WHO gets to eat for free?
  - Only those DIRECTLY supporting the breakfast program may be served a free meal (USDA)
    - Teachers? Building Staff? Aides?
- WHERE will the serving line(s) be set up?
- HOW many serving lines will be required?
- WHAT time must food and supplies be available to students at the serving line?
- What will the process be for service on “delayed starts”
- System for tracking and handling leftovers



# FOOD PRODUCTION SYSTEM

MENU

FOOD  
PREPARATION

EQUIPMENT  
NEEDS

Click on any of the boxes  
to guide you through the  
process



# FOOD PRODUCTION SYSTEM

## Menu

**SFA determines WHAT menu will be served**

Start with items that are easier to produce and serve

– **Considerations:**

- Site Based vs. Central Production
- Hot vs. Cold vs. Both
- Convenience Item
- Speed Scratch Items
- Scratch Items
- Packaging
- MINIMIZE Mess in the Classroom
- Meal Tracking: Roster/POS/ID Cards

Food Prod. System



# FOOD PRODUCTION SYSTEM

## Food Preparation

**SFA determines WHERE the menu will be produced and WHAT is needed for that to happen?**

Start with “strong” sites who have the right equipment and staff attitude

### – Considerations:

- Procuring new menu items or packaging for individual service
- Procuring new supplies and equipment
- Developing staff schedules to accommodate the extra production, packaging, and service. Determine productivity (Meals per Labor Hour) targets, set goals, and evaluate both scheduled hours and number of staff needed.
- Develop “meal production” schedules to include some items being prepared the day ahead or several days ahead
  - Cooking and assembly steps and times

Food Prod. System



# FOOD PRODUCTION SYSTEM

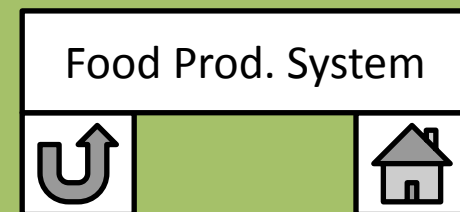
## Equipment Needs

**What “capital” equipment and non-capital equipment and supplies do we need?**

Food Preparation, Storage of Food and Supplies

**– Considerations:**

- Refrigeration (walk-in, reach-in, milk coolers, etc.)
- Cooking (steamers, ovens, food processors, stoves, etc.)
- Electrical requirements
- Transport Carts
- Purchase of serving lines; hot/cold holding units
- Adequate storage space for additional equipment & supplies



# DISTRIBUTION SYSTEM

DISTRICT

SCHOOL

SERVING  
LINE

Click on any of the boxes  
to guide you through the  
process



# DISTRIBUTION SYSTEM

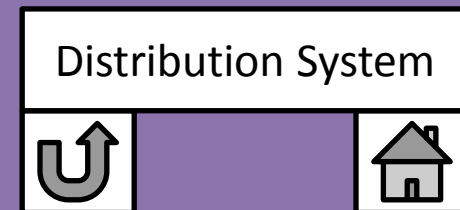
## District

**How will the additional food and supplies get to the schools and what impact will it have on the current district-wide distribution system?**

Site-based, Central, Combination

**– Considerations:**

- Larger and/or additional delivery vehicles, additional deliveries
- Internal (Food Service) vs. Vendor deliveries



# DISTRIBUTION SYSTEM

## School

**How will breakfast food and supplies get from the kitchen to the serving line?**

Push carts, totes, pans, bins, racks, bakers racks

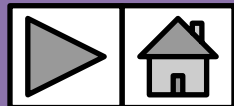
### – Considerations:

- Storage for the additional carts and totes
- Pre-walk-thru (layout, stairs, time to deliver, etc.)
- Purchase of carts, bins, etc. for storing food during transport
- Packaging of food
- Assembly Line: entrée, side items, milk
- What will the process be for service on “delayed starts”
- Schedule a “dry run”

Slide 1 of 2

Click the right arrow  
to go to the next  
slide on this topic.

Distribution System





# DISTRIBUTION SYSTEM

## Serving Line

How will a “complete” meal be served on the serving line?

Where will students who are tardy receive their meal?

Pick-up location in hallways or inside of cafeteria?

How many serving locations will be required to complete service as quickly as possible?

– **Considerations:**

- Offer vs. Serve
- Packaging, Napkins, Utensils
- Training for Food Service Staff
- Training for School Staff
- Student Rosters (daily, weekly, bar-code, NO Overt Identification, etc.)

Distribution System



# MEAL ACCOUNTABILITY SYSTEM

WHO

METHOD

RESPONSIBILITY  
OVERSIGHT

Click on any of the boxes  
to guide you through the  
process



# Meal Accountability System

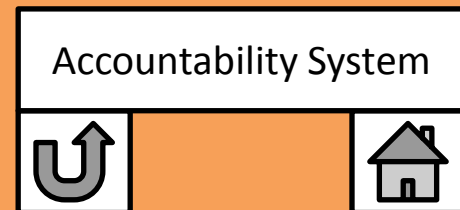
## Who

**WHO will be responsible for ensuring that a reimbursable meal is served to each student who takes food? Who will clean up spills?**

Signs (easy to read and understand) at each serving location with description of reimbursable meal

### – Considerations:

- Training for Food Service Staff and School Staff
- NO Language Barriers to Complete Understanding for BOTH Students and Staff
- FREE meal for school staff who directly help with the School Breakfast Program (USDA)
- Developing a code or signal to communicate spills to custodial staff



# Meal Accountability System

## Method of Tracking

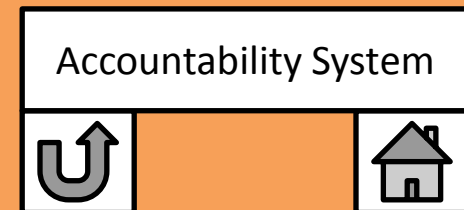
**HOW will the SFA track each reimbursable meal by student?**

Classroom roster, ID cards, electronic Point of Sale

Consideration of Provision 2

### – Considerations:

- Training for Staff (Food Service and School)
- Speed of Service
- Easy to Manage by School Staff
- Supplies needed (barcode scanners, clipboards, pencils, pens, 10-keys, sign holders, etc.)



# Meal Accountability System

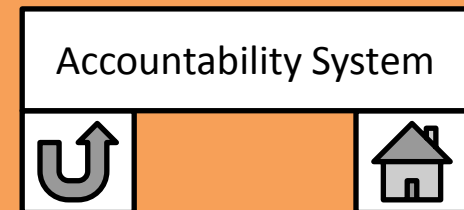
## Responsibility and Oversight

**HOW will the SFA ENSURE that every meal served is “reimbursable?”**

System of accountability at all levels

– **Considerations:**

- Training for Food Service Staff
- Training for School Staff
- School site audits by SFS management as needed with a set minimum



# Communication System

## Before, During, and After Implementation

### Before:

- **District and School Leadership**
  - Overview of Breakfast After the Bell, and serving options
    - Purpose: What's in it for the school community
- **Teachers**
  - Explanation of Law, Benefits of Program, Expectations
- **Parent**
  - Schedule change for breakfast
  - Late or tardy procedures for getting breakfast
- **SFA Staff**
  - Benefits of Program, Expectations

