

**Coventry Public Schools
SubSystem/Department Goals
for the 2016-2017 School Year**

By: Beth Pratt – Food Service Department

1. Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement.

- *Continue to develop recipes with scratch cooking and homemade options to replace pre-made menu items.*
 - *This year we integrated a variety of scratch cooked items, including chicken parmesan, country chicken and gravy, biscuits, hummus, fresh coleslaw, homemade soups, cornbread, mashed potato bowls, chicken quesadilla, salsa and sauerkraut. Scratch made breakfast items included homemade cinnamon rolls and fresh fruit and yogurt parfaits. While feedback from students was positive, participation levels remained constant. We will continue exploring new recipes over the next school year.*
- *Provide taste testing with CGS students to introduce whole grains that may be less familiar to encourage healthier choices.*
 - *This May, students at Coventry Grammar School taste-tested a variety of grain options. Choices included quinoa, couscous, farro and buckwheat. The majority of our students enjoyed all of the choices. Some told us they had tasted couscous and quinoa before, but buckwheat and farro were new to all of them. Students were very inquisitive, asking many questions about the taste of the unfamiliar grains and why they are considered healthy. The "I tried something new!" stickers were a big hit again this year. Over 300 students tried the grain each week. The cost and availability of most of these grains prohibit use in school foods. The purpose of this initiative was to introduce new, healthy options to our grammar school children. Feedback from parents indicate that students did ask that the new grains be served at home.*
- *Expand our social media presence to better target students at the middle and high school level to communicate health and nutrition information, including daily menu choices and wellness events.*
 - *A Twitter page has been developed in an effort to better communicate information to students. We have posted twenty one times, including content on menus, taste-testing and information about happenings in our school cafeterias, as well as relevant town information. We have also shared health and wellness facts from USDA, Team Nutrition and other wellness partners. Although we are advertising the page on all of our menus and communications, we only have adult followers, including three associations active in school nutrition. We have not captured student interest so far, but since we will not have much information to post over the summer, we plan to renew efforts in the fall with the help of our student wellness liaison.*
- *Continue to utilize the menus, social media and newsletters to communicate with families' the importance of an active lifestyle, as well as town happenings and events.*
 - *Tips on both nutrition and physical activity have been included on every menu. Short educational information has been published in the school newsletters. A letter promoting breakfast was sent home at the beginning of the year and posted on Facebook. Information on how to participate in summer meal opportunities was advertised on the June menu, Facebook and Twitter, and the CHS and CNHS newsletters.*

- *Host a dietetic intern from UCONN, showing the student all aspects of the National School Lunch Program, including marketing, finance, menu planning, bid specifications, recipe building, sanitation and HACCP.*
 - *During the month of May, I hosted a UCONN dietetic intern. She learned about developing standardized recipes that meet the requirements of the Healthy Hunger Free Kids Act, including cost and labor analysis. We discussed the different steps of the HACCP plan applicable to each recipe. She researched alternative breakfast models and did a cost analysis on each plan, including increased labor hours, additional equipment needed, and revenue from an estimated participation increase. Her research confirms that the grab-and-go breakfast in the classroom model is the most effective for providing meals to the most students. Based on this research we are going to pursue expanding this model to all Coventry schools.*
- *Create a database of menu items for parents of allergy students to assist in making food choices that fit their child's specific dietary needs.*
 - *Labels from every ingredient and product were reviewed for allergens. A spreadsheet was developed, listing any potential trigger items and their known allergen or allergens. This document provides an "at a glance" resource for parents of students with food allergies. This will be a fluid document, which will be updated regularly as products and vendors change. The document will be made available to parents as a viewable google sheet to allow for easy and immediate dissemination of updates. Up to date ingredient labels will still be made available to any parent upon request.*
- *Apply for recertification of the Healthier US School Challenge bronze level distinction.*
 - *The application process for recertification of this distinction has begun. Labels from every a-la-carte item sold to students have been entered into an online calculator to demonstrate compliance. Information is being collected from teachers and administrators so that we can document the amount of nutrition education, physical education and physical activity we provide at each grade level. The applications for each school have been started and will be continually updated as information is compiled.*
- *Expand our preschool meal program to offer breakfast to students.*
 - *We have expanded our preschool meal program to offer breakfast. Students in the morning session or full day session of preschool now have access to a nutritious breakfast every day to help them learn and grow. An average of ten preschool students a day participate in this program. Students enjoy a bowl of whole grain, low sugar cereal, assorted fruit and juice, and milk.*

2. Maintain and promote a positive and respectful learning community.

- *Work with the Vocational Transition Program to implement a recycling program to bring unopened sold food items to the Coventry Food Pantry.*
 - *In coordination with Karen Bohr of the Vocational Transition Program and Glenn Bagdoian, Sanitarian for the Town of Coventry, we implemented this program, initially at Coventry High School. The level of plate waste there was negligible, so the program was moved to Capt. Nathan Hale and Coventry Academy. Unopened foods that were sold to students that would otherwise be discarded are now collected by members of the Student Council and held in a predetermined section of the walk-in refrigerator. Students in the Vocational Transition Program then pick up the food and deliver it to the Coventry Food Pantry. We introduced the program to middle school students on March 17, 2017 and have averaged 14 pounds of food per day. As of May 31, students rescued 418 pounds of food which was used to supplement needy families in town.*

- *Continue to partner with “Let’s Move Cities and Towns”, CHART Team and ECHIP as we work toward encouraging healthier lifestyles.*
 - *Coventry has maintained its “Let’s Move Cities and Towns” credentials, meeting the criteria for 3 bronze and 2 gold level awards. We will continue work to maintain the criteria we have achieved as well as striving to increase the level of awards.*
 - *The ECHIP committee has organized wellness initiatives for town and school staff, including weight watchers memberships, yoga classes, and wellness challenges. We continue to partner with the health and wellness website which allows staff to access all of the wellness initiatives, physical activity tracker, healthy cooking video demos, budget webinar and an EFT seminar.*
- *Continue to serve on the Wellness Committee, with a focus on reviewing the district wellness policy to strengthen it and ensure we are meeting the updated requirements of the Healthy Hunger Free Kids Act.*
 - *This year, the Wellness Committee reviewed and updated the district wellness policy to reflect new mandates of the HHFKA. The final published rule strengthens the requirements on public involvement, transparency, implementation, and evaluation. Our committee assessed the wellness policy on the extent to which schools are in compliance with the district policy, the extent to which the local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy. This assessment is required every three years and must be made available to the public. The assessment will be posted on the food service web page.*
- *Continue work with the town-wide wellness committee to provide town and school staff with opportunities such as four weekly circuit training classes, a weekly yoga class, walking challenges and a Health Fair and Flu Clinic.*
 - *Our town wellness committee provided ongoing circuit training and yoga classes this year. We also had a successful Health Fair, where school and town staff were able to get their flu shots and visit with community wellness partners. Spring was kicked off with a wellness challenge, encouraging staff to be more active. We continue to email our weekly wellness tips to school and town employees.*
- *Continue to collaborate with other food service directors statewide by serving on the SNACT Executive Board, Executive Committee and serving as Treasurer of the association.*
 - *The executive board has met five times this year, working on developing state-wide trainings for Connecticut school food service employees. The board also presents to state representatives in collaboration with End Hunger CT!, in order to education them on the financial needs of school food service and other food assistance programs to battle food insecurities in our state.*
- *Pursue grant opportunities to offer a full school breakfast day at no cost to CNHS students.*
 - *The school food service was awarded a breakfast grant by Pinnacle Foods. We used the funds to offer a free school-wide breakfast day to students and staff at CNHS. Our celebration was held during National School Breakfast Week on March 7, 2017. This was a great opportunity to introduce students who have never eaten school breakfast to our breakfast program and showcase the delicious, nutritious options available. About 280 students participated in this event. Capt. Nathan Hale School realized a 3% increase in participation after this event. We were also able to use this day as a chance to promote the importance of starting your day with a healthy meal.*

- *Offer special staff meals from the CNHS kitchen throughout the school year to show appreciation to our teachers and staff.*
 - *This year we provided special staff meals through the CNHS kitchen. Kitchen staff planned a variety of meals which were offered five times throughout the year. Menus included an Oktoberfest celebration with bratwurst grinders and German potato salad, a traditional Thanksgiving meal, the Nathan Hale Cali Turkey Burger with bacon, lettuce, tomato and guacamole spread, freshly baked chicken parmesan with pasta and salad, and a Hawaiian Turkey Burger with grilled pineapple slice, lettuce, cheese, onion with a sweet Hawaiian sauce on a whole wheat Kaiser Roll. These days were well received by school staff and averaged fifteen staff meals each, an increase of 33% from the average on days we do not provide special meals..*

3. Recruit, retain and develop high quality staff at every level.

- *Regional training with Tolland, Mansfield and Andover for food service staff to include the following topics: “Working Smarter, not Harder”, “Customer Service from a New Angle” and “Teamwork – Understanding your Co-worker”.*
 - *Full Foodservice staff from Coventry, Andover, Tolland and Mansfield attended a four hour back to school seminar that included training on how to Work Smarter not Harder, Customer Service from a new angle and Teamwork, how to better understand and work with your co-workers.*
- *Four additional regional trainings will be provided over the course of the school year, one of which will be on safety and sanitation.*
 - *Four regional trainings were offered through the Yankee Chapter of SNACT this year. Coventry hosted a training on safety and sanitation in October. Tolland hosted a guest chef who provided a cooking demonstration and menu ideas in November. In April, we gathered in Mansfield for training and ideas on communications and marketing, and finally, training in June was held in Tolland which provided an informative presentation on “Eating to Thrive” providing knowledge that we can use to improve our own personal wellness.*
- *Fall State Conference, training topics to include: “USDA Foods – The “Truck” Stops Here!”, “Branding Your District for Success: Collaboration + Innovation = Success”, “Technologically Meeting the Needs of Millennials”, “Learning to Hug a Porcupine: Relationship Building with Lawmakers and How it helps your Organization”, “By Failing to Prepare You are Preparing to Fail: Strategies for Confronting Change”, “Your Customers are Speaking- Are you Listening?” and “The Future of Food at School: Optimizing Academic Success, Financial Stability and Children’s Health”.*
 - *The SNACT Fall conference was a 2 day conference, providing training sessions on USDA foods, Technologically meeting the needs of Millennials, Learning to Hug a Porcupine – or dealing professionally with your legislators, Learning to listen to your customers, and Optimizing Academic Success, Financial Stability and Children’s Health.*

- *Procurement Training will be provided by USDA to prepare for the new procurement review for School Nutrition Programs.*
 - *Moving forward, a review of procurement procedures will be part of the tri-annual administrative review. Schools will be required to submit the following documents to the Connecticut State Department of Education (CSDE):*
 - *written code of conduct;*
 - *documented procurement procedures (includes micro-purchases, small purchases, invitations for bid (IFBs), requests for proposals (RFPs), and processing contracts, as applicable;*
 - *School Food Authority (SFA) Procurement Table (part of the Procurement Review tool provided to the SFA when the CSDE notifies the SFA of the upcoming review); and*
 - *Vendor Paid List/Summary Report, a report from the SFA's accounting system of total expenditures by vendor (**nonprofit food service account only**).*
 - *Additional documents which may be required are listed below. The CSDE will notify the SFA which documents are required based on the completed Procurement Table.*
 - *Micro-purchases:*
 - *Purchase orders issued*
 - *Receipts/invoices*
 - *Small Purchase Procurements:*
 - *Solicitation documents (including specifications, evaluation criteria)*
 - *Bid quotes/responses*
 - *Evaluation of responses for award*
 - *Purchase orders*
 - *Receipts/invoices*
 - *Formal Procurements:*
 - *Solicitation documents (including specifications, evaluation criteria, contract terms, conditions, etc.)*
 - *Bidder/offeror responses*
 - *Evaluation of responses for contract award*
 - *Executed contracts*
 - *Contract renewal/addendum/amendments, if applicable (since original contract was awarded)*
 - *Cost/price analysis documentation*
 - *Non-competitive proposal authorization, if applicable*
 - *Invoices (minimum of three vendor invoices identifying goods/services procured and amount paid)*
 - *Processing:*
 - *State Distributing Agency (SDA) template agreement/contract for processors*
 - *SDA list of approved foods for processing*
 - *SFA planned assistance level (from prior school year)*
 - *SFA solicitation documents, vendor bids/responses, evaluation for contract award and executed contracts for selected vendors*
 - *Contract renewals/addenda/amendments*
 - *Reconciliation of USDA Foods received*
 - *Additional trainings offered to staff this year included ICN Spring Training - Nutrition 101 and the ServSafe Sanitation Certification course. These are the two trainings required to achieve level 1 SNA certification. On the director level, additional trainings included the new Pre-K meal pattern, produce safety, and wellness policy regulations.*