

**Coventry Public Schools
SubSystem/Department Goals
for the 2017-2018 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 our Try-Day Friday taste testing with CGS students and expand to include GHR students. We will be focusing this year on vegetables that may be less familiar to encourage healthier choices. Students will be able to voice their opinions on the day's item and vote whether we menu those items.*
 - *This year our Try-Day Friday program focused on vegetables. Students at CGS had the opportunity to taste fennel, beets, snow peas, raw cauliflower, and sweet potato. At GHR, we sampled roasted butternut squash, zucchini, eggplant and spaghetti squash. This was the first year that we held Try-Day Friday at GHR and the students were excited to sample each offering, asking for seconds and thirds. The outcome we attained was the opportunity to introduce students to foods they may not have tried and invite conversations about their favorite healthy foods.*
- *Continue evaluating and revising recipes to increase scratch cooking and homemade menu options and utilize feedback data from students and staff.*
 - *We have continued integrating more scratch cooking into our menu. One popular favorite are the new, fresh salad shakers, an all-in-one grab and go shaker containing tossed salad topped with choice of protein and served with a dinner roll. We offered homemade chicken parmesan, country chicken and biscuits with gravy, homemade soups and chili, cornbread, chicken quesadillas, and freshly made salsa. Highlights on our salad bar include homemade hummus, fresh coleslaw and macaroni salads, roasted crispy chick peas, fresh pineapple slaw, deviled eggs and homemade ranch and Caesar dressings. Scratch made breakfast items featured breakfast bowls of scrambled egg, home fries, bacon and cheese, homemade cinnamon rolls and fresh fruit and yogurt parfaits. Some of these items we introduced last year and brought back due to the positive feedback from students. We continue to encourage comments and suggestions to help drive menu development.*
- *Work with administrators, teachers and kitchen staff to incorporate school spirit days into our monthly menus, pairing the menu choices to the theme of the day.*
 - *Spirit days have been featured on the CGS and GHR menus each month, with great success. Kitchen staff serve special varieties of pizza and offer delicious desserts to help celebrate the day. At all five Coventry schools, we celebrated holidays with themed menu items, from chicken nuggets shaped like pumpkins, hearts and shamrocks to a full Thanksgiving turkey dinner. We celebrated World Smile Day, Chinese New Year, Winnie the Pooh Day and Cookie Monster's birthday, to name a few. Students were excited by the special offerings and we will continue to serve them in future years.*

- *Utilize the menus, social media and newsletters to communicate with families' the importance of an active lifestyle, as well as sharing town happenings and events pertaining to healthy living.*
 - *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 the food service web page, Twitter and Facebook pages. Information on how to participate in free summer meal opportunities will be advertised on the June menu, Facebook and Twitter pages, and the CHS and CNHS newsletters.*
- *Host a dietetic intern from UCONN, exposing the student to all aspects of the National School Lunch Program. This includes, but is not limited to, marketing, finance, menu planning, bid specifications and procurement, recipe building, sanitation and Hazard Analysis Critical Control Point.*
 - *During the months of February and March, 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. With this information, she researched the possibility of adding a smoothie breakfast option to the high school menu. She did a cost analysis for the necessary equipment and ingredients and determined the participation required to recognize a profit from the program. She created four different smoothie recipes and calculated the components for compliance with the Healthy Hunger Free Kids Act. We will be applying for a grant to offset the cost of the breakfast smoothie in hopes of offering it to our students next year.*
- *Revise database of ingredients, recipes and menus and update the nutritional label paper file and food production worksheets. This is necessary to reflect brand changes in inventory due to vendor awards during the procurement process.*
 - *Data from all new ingredients and products has been added to our database. The recipes have been updated to reflect the new products, their ingredients and nutritional labels and their contributions to the Healthy Hunger Free Kids Act. The menus have been updated and compliance with the regulations confirmed. New food production worksheets have been created for each new product at each school level.*
- *Convert Nutritional Label paper file to an electronic database to move to a more environmentally friendly system and improve accessibility to data.*
 - *Labels for all ingredients currently in use have been scanned and saved electronically, rendering our paper file unnecessary. Items can now be easily searched for and emailed to parents or school nurses upon request.*
- *Continue working towards recertification of the Healthier US School Challenge bronze level distinction, compiling data on nutrition and physical education classes and extracurricular opportunities from school staff.*
 - *The application for the Healthier US School Challenge for each school has been completed and submitted to the Connecticut State Department of Education Child Nutrition division. The application covers nutrition education, physical education, recess and activity breaks, wellness policy, and foods served both as part of the child nutrition program and those from fundraisers or school functions. This award, which encompasses so many aspects of our schools, is a phenomenal way to showcase all of the wonderful things we do in Coventry Schools.*

- *Revise our preschool menus, recipes, ingredients and food production worksheets to meet the new requirements of the CACFP Program (Child and Adult Care Food Program).*
 - *Our HEEC menus have been updated to meet the newly stated requirements of the CACFP program. This mandated some product changes to meet limits for grams of sugar, a change in the fruit and vegetable requirements, updated serving sizes, and the elimination of flavored milk. All HEEC menus have been verified and are compliant with the regulations.*

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

- *Continue the CNHS food recycling program through a partnership with the Vocational Transition Program and expand to include the GHR cafeteria. Students of the program will collect unopened sold food items and deliver them to the Coventry Food Pantry.*
 - *Working in coordination with Karen Bohr of the Vocational Transition Program and Glenn Bagdoian, Sanitarian for the Town of Coventry, we continued our food recycling program, expanding it to include GHR. Unopened foods from student lunches 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. At CNHS, we have rescued 641.15 pounds of food since October. At GHR, we have recycled 1032 pounds. Students in the Vocational Transition Program collect the food from both schools weekly and deliver it to the Coventry Food Pantry to supplement needy families in town. Any fruit that the food pantry feels it cannot use is sent to the senior center to provide nutritious snacks for our Coventry senior citizens. This program also fosters good citizenship and teaches our students to help the needy to and be mindful of waste.*
- *Partner with “Let’s Move Cities and Towns”, CHART Team and ECHIP, collaborating with these key stakeholders to provide students, staff and town residents with the means to living 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 CHART team continues to focus on increasing walkability and playability in rural towns. The planning and zoning tool kit that the group created was presented at the National Planning Conference in New York City. Using the toolkit, they explored how communities are developing partnerships and implementing new and creative strategies to promote physical activity and access to healthy foods. Moving forward, CHART will focus on the Safe Routes to Parks program. This is similar to the Safe Routes to School Plan the EHHD had conducted a few years back with some modifications. The activities for this project will include compiling and reviewing data of local parks and trails. This will encompass walkability, connectivity of trails, signage and wayfinding. It will then be housed on the EHHD CHART website at <http://www.ehhdchart.org>.*
 - *The ECHIP committee has organized wellness initiatives for town and school staff, including weight watchers memberships, yoga classes, and wellness challenges. We will be migrating to a new wellness website which will allow individuals to track their own wellness goals, as well as providing a more varied selection of town-wide wellness challenges. The committee is currently working on wellness “goodie” bags for all staff to ready them for the summer sun, including summer health tips, sunscreen, lip balm, water bottles and more.*

- *Continue to co-chair the Wellness Committee, focusing on increasing our membership to include more parents and other key stakeholders, and sharing wellness information with parents, students and staff.*
 - *Our wellness committee has grown this year, with seven new members. In March, we held a student wellness competition district-wide and awarded one random winner per school from the entries. At our final meeting of the year, we will be planning our direction for the 2018-2019 school year and discussing ways to increase student engagement.*
- *Work with the town-wide wellness committee to provide town and school staff with opportunities such as weekly circuit training and yoga classes, walking challenges and our annual Flu Clinic.*
 - *Our town wellness committee continued to provide ongoing circuit training and yoga classes this year. We hosted a free flu shot clinic for all Coventry Town Employees and Board of Education staff. We continue to email our weekly wellness tips to school and town employees. We will be soliciting input from town and school staff to decide what our focus will be next year.*
- *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 and federal representatives in collaboration with End Hunger CT!, in order to educate them on the financial needs of school food service and other food assistance programs to battle food insecurities in our state. The board collaborated with CASBO members to provide food service staff and business officials with training pertaining to USDA regulations and running successful school meal programs at our fall conference as well as hosting a booth at the CASBO show.*
- *Continue our special staff meals at CNHS and expand to include CHS. We will offer these meals throughout the school year, inviting menu requests from teachers and staff, to show appreciation for their hard work.*
 - *Our staff meals at CNHS and CHS were successful again this year, offering meals such as chicken parmesan with pasta and salad, taco salads served in freshly made tortilla bowls, Thanksgiving dinner with all the trimmings and stuffed roast pork with mashed potatoes and green beans. Invitations were extended to staff at CHS, CNHS and HEEC for each meal, regardless of which kitchen prepared the meal. Adult meal participation increases by up to 50% on days with the special meal offerings.*
- *Continue our student focus group at CNHS and reestablish the group at GHR. Students will taste test and evaluate new products and have opportunities to recommend ways in which we can improve how we meet customer needs.*
 - *I met numerous times with focus groups at both CNHS and GHR this year. Our GHR students were excited to reestablish their student team. Food brokers came to the schools to sample their products with the teams and the students completed surveys scoring taste, appearance and texture. We added both chicken and cheese quesadillas to the GHR menu and added cheeseburger meatloaf and pizza dippers to the CNHS menu. All items were well received by students and they enjoyed the opportunity to have a voice in menu planning, as well as the camaraderie of the groups.*

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

- *Regional training with Coventry, Tolland, Mansfield and Andover food service staff to include the following topics: “Put Local on Your Tray”, “Offer vs. Serve in a New Light”, “Take Pride in Your Program and Increase Participation” as well as the annual requirement of Blood Borne Pathogen and Civil Rights.*
 - *Full Foodservice staff from Coventry, Andover, Tolland and Mansfield attended a four hour back to school seminar that included training on the following topics: “Put Local on Your Tray”, “Offer vs. Serve in a New Light”, “Take Pride in Your Program and Increase Participation” as well as the annual requirement of Blood Borne Pathogen and Civil Rights. It was a very educational day, and well received by staff. These four hours are part of the annual training hours required by staff.*
- *Four additional regional trainings will be provided over the course of the school year in partnership with SNACT Yankee Chapter town members. Training topics will be determined after obtaining input from food service staff from all towns.*
 - *The Yankee Chapter offered the following regional trainings this year, allowing the opportunity for school nutrition staff to earn four or more additional credit hours for the year:*
 - *October training – The More the Merrier: How to increase meal participation*
 - *November training – Knife Skills*
 - *March training - Culinary Adventures: Tastings & Classroom Integration*
 - *May training – topic to be determined*
- *Annual SNACT Fall State Conference*
 - *The SNACT Fall conference was a 2 day conference providing 7 hours of continuing education training. It covered the following topics:*
 - *Don’t wait for opportunity: Create it! Innovations to Achieve Self Sufficiency*
 - *2017 - 2018 SDE Child Nutrition Updates*
 - *Kids Say the Darndest Things – Student Advisory Panel*
 - *SNACT 68th Annual Food and Industry Trade Show*
 - *Demystifying Proper Procurement, Purchasing Power and Partnerships*
 - *Your Customers’ Perception is Your Reality*