

# Saint Paul Public Schools Nutrition Services

## Mission Statement

We create and serve foods that  
students get excited about!

Our "healthy hits" are served with  
respect by a caring staff effectively  
managing resources.



# Welcome



- ▶ Work in groups of 10–12
- ▶ Introduce yourself
- ▶ Share something unique about your:
  - School
  - Staff
  - Program
- ▶ Pick a spoke person



# Overview of Day

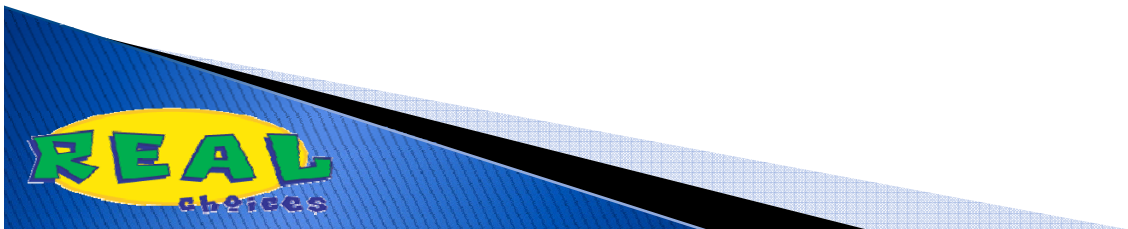
## 9:00 AM – Morning Session

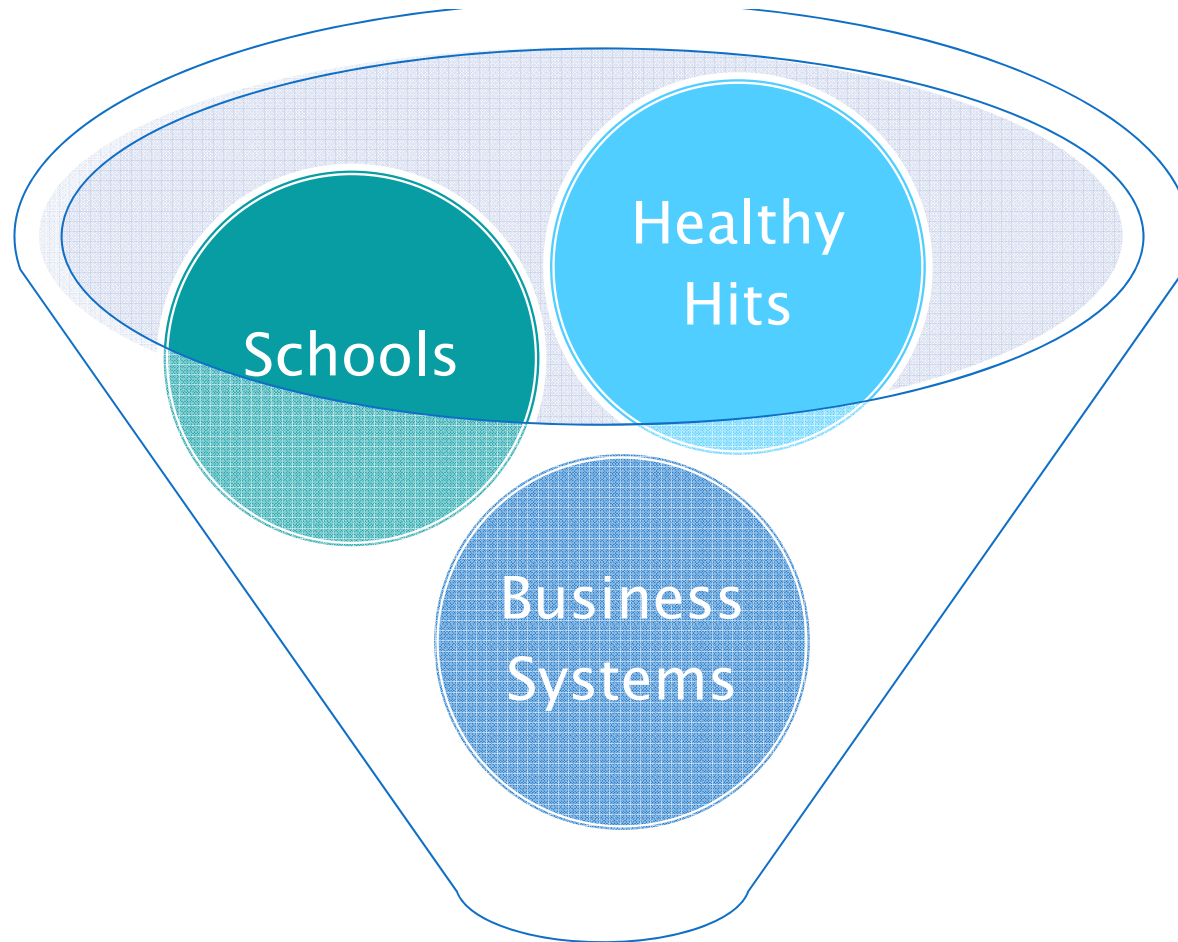
- ▶ Junior Achievement
- ▶ Program Updates

## 11:45 AM – Lunch On Your Own

## 1:00 PM – Afternoon Session

- ▶ Harding High School
- ▶ Hands On Training Demonstrations

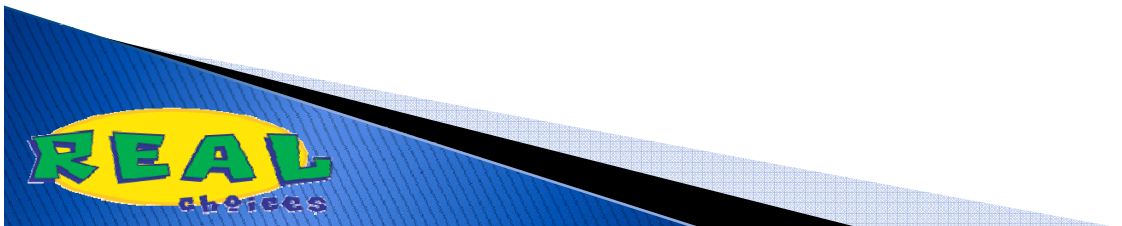




**We create and serve foods that  
students get excited about!**

# The Menu

- ▶ Regular = Elementary
- ▶ Expanded = Middle/Junior
- ▶ High School
- ▶ Year-Round



# Regular Menu

**27**

**BREAKFAST SPECIAL**

Egg and Cheese  
Tortilla

**ENTREES**

Chicken Breast Patty  
with Marinara Sauce  
Salad Choices  
Sub Sandwich

**SIDES**

Peaches  
Peas  
Baked Rigatoni<sup>v</sup>  
Fresh Veggies/Salad Greens  
Whole Wheat French Bread

**28**

**BREAKFAST SPECIAL**

Cheesebread

**ENTREES**

Turkey Hot Dog  
Salad Choices  
Sub Sandwich

**SIDES**

Applesauce  
Roasted Rosemary Potatoes  
Fresh Veggies/Salad Greens  
Whole Wheat French Bread

*Honeycrisp Apples on October 31st: Minnesota's St*



# Expanded Menu

**29**

**BREAKFAST  
SPECIAL**  
Cheesebread

**REAL DEAL**

Chili or Vegetarian Chili<sup>V</sup>  
& Cheesebread<sup>V</sup>

**GRILL**

Chicken Patty Sandwich  
Steak Fries

**SIDES**

Apple Wedges  
Peas  
Fresh Veggies  
Shredded Lettuce  
Whole Wheat French Bread

**30**

**BREAKFAST  
SPECIAL**  
Cheese Omelet/Toast

**REAL DEAL**

Rotisserie Chicken with  
Mashed Potatoes and  
**Mixed Greens**

**GRILL**

Sloppy Joe  
Potato Triangle

**SIDES**

Peaches  
Fresh Veggies  
Shredded Lettuce  
Whole Wheat French Bread

*Mixed Greens on Sept. 30: New vegetarian recipe!*



# High School

**29**

**BREAKFAST  
SPECIAL**  
Cheesebread

**REAL DEAL**

Rotini Hot Dish  
Garlic Bread  
Corn

**GRILL FEATURE**

School Choice  
Baked Fries

**SIDES**

Apple Wedges  
Fresh Veggies  
Shredded or Salad Greens  
Whole Wheat French Bread

**30**

**BREAKFAST  
SPECIAL**  
Cheese Omelet

**REAL DEAL**

Chicken & Gravy  
Mashed Potatoes  
Sweet Potato Casserole

**GRILL FEATURE**

Lite Turkey Corn Dog  
Steak Fries

**SIDES**

Peaches  
Fresh Veggies  
Shredded or Salad Greens  
Whole Wheat French Bread

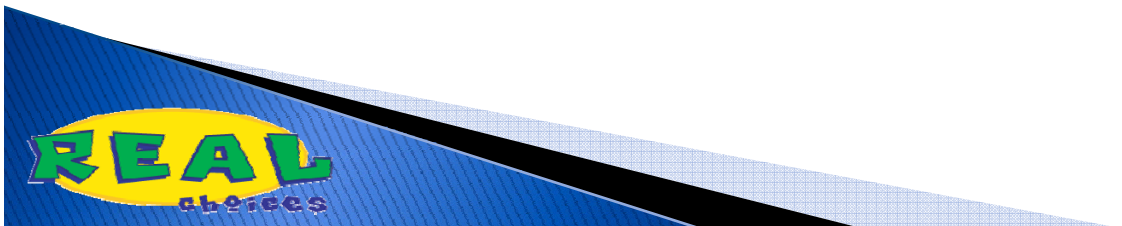
**BUILD & GO:** Rice Bowl Bar (build your own with fixings)



# The Menu

## Overall Menu Changes

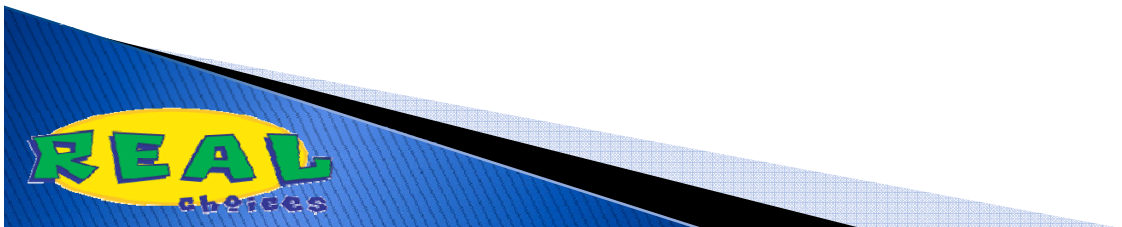
- ▶ Menu 3 Fruits/Vegetables Daily
- ▶ Reduce Entrée Protein (1 to 1 ½ oz)
- ▶ Use only USDA Diced Chicken
- ▶ Reduce Frequency of Expensive Entrée's



# Menu Format – Breakfast

## All Menus

- ▶ Daily Special
- ▶ Fresh Fruit
- ▶ Nutrition Center Breakfast Breads
- ▶ 100% Juice
  - Regular Menu: Serve with cheesebread



# Menu Format – Lunch

## All Menus

- ▶ Lettuce and Tomato
- ▶ Bag Lunches (for field trips)
- ▶ Juice no longer fruit option (A La Carte)

## Regular Menu

- ▶ Sub Sandwich & Entrée Salad

## Expanded and High School Menu

- ▶ Ranch Dressing – Server Express
- ▶ Strawberry Milk



# Healthy Hits

## Menu Planning

- ▶ February – June 2009
- ▶ African American Parent Involvement Day

## Product Development

- ▶ Breakfast Items
- ▶ Build and Go

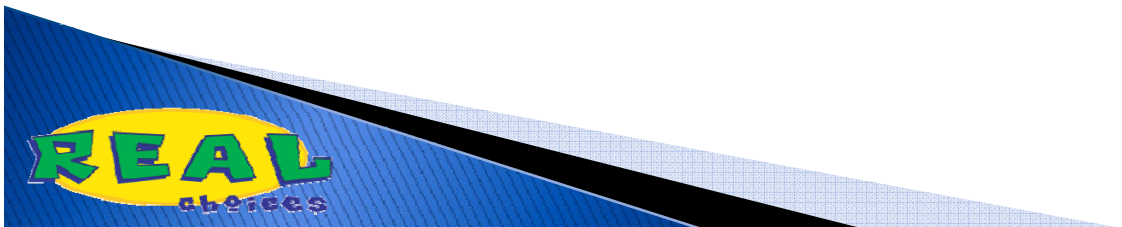
## Marketing

- ▶ Student Feedback
- ▶ Breakfast Contest



# Vendors

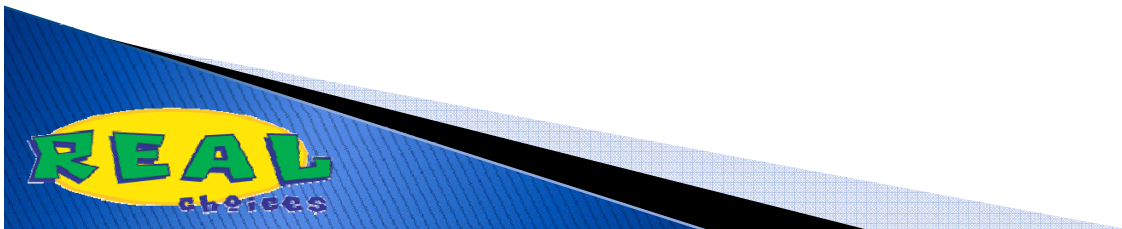
- ▶ U.S. Foodservice
  - Direct Deliveries to schools
- ▶ Brown's Ice Cream
  - Discontinued
- ▶ Great Northern Baking Company
  - Order through U.S. Foodservice



# Ordering Details

First and Second Week of School

▶ Thursday, August 21, 2008

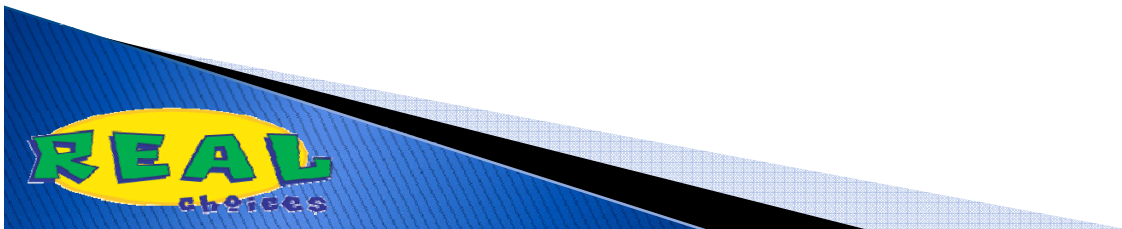


# No Tray Taken Away

- ▶ Revisit your plan
- ▶ Work with principal or designated administrator
- ▶ Use FASTrak to find out who may not have money on their account for lunch.
- ▶ Train staff
- ▶ Get ideas from coordinator

# September Check-In

- ▶ Site Visits
- ▶ School Notes
- ▶ Survey Monkey



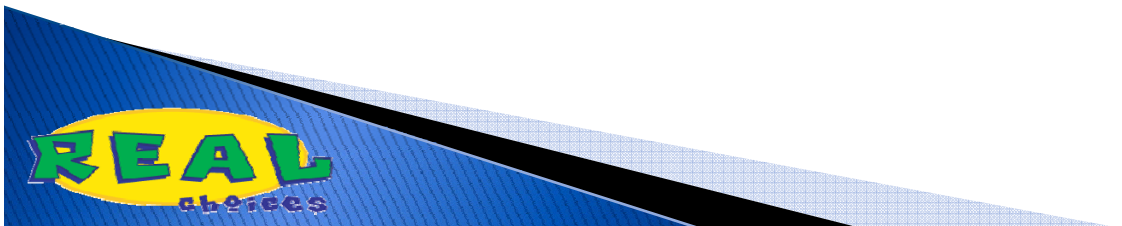
# Business Systems

Amy Thering  
Business Systems Manager



# Objectives

- ▶ Define new process for opening student meal accounts in schools.
- ▶ Define new process for F/R application processing.
- ▶ Benefits of new processes.
- ▶ Strategies for communicating new processes.



# Improved Technology Allows for Change

## CAMPUS:

- ▶ Integration of technology (i.e. ConnectED)
- ▶ Reliable and timely source of student data information

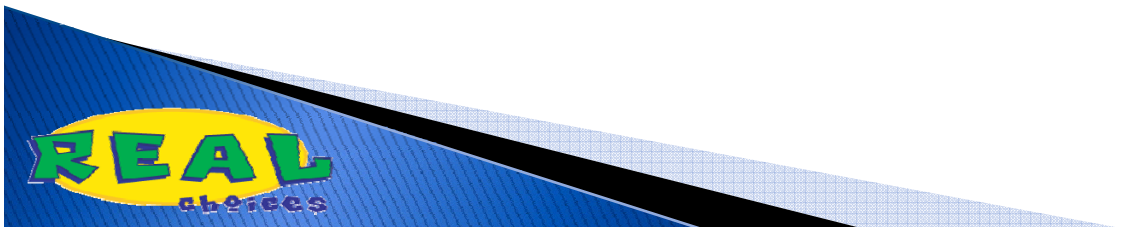
## Nutrition Services:

- ▶ Upgraded PCS software allows automatic updates every 15 minutes
- ▶ Scanning technology speeds application process
- ▶ Student ID's can be used as cafeteria PIN
- ▶ Student photo's displayed on ALANA terminals
- ▶ Potential for use of Student ID as cafeteria PIN at elementary schools if new cash registers purchased.

# Benefits of New Process

## Cafeteria Supervisors:

- ▶ No more opening student meal accounts
- ▶ No more looking up F/R eligibilities in CAMPUS
- ▶ No more approving F/R applications
- ▶ No more PIN cards printed or distributed (AGAPE, IA/LEAP, Middle/Junior, High Schools)



# Benefits of New Process

## School Office Staff:

### Elementary

- ▶ When CAMPUS is updated regularly by school office, student meal accounts are created within 24 hours.

### AGAPE, IA/LEAP, Middle/Junior, and High Schools

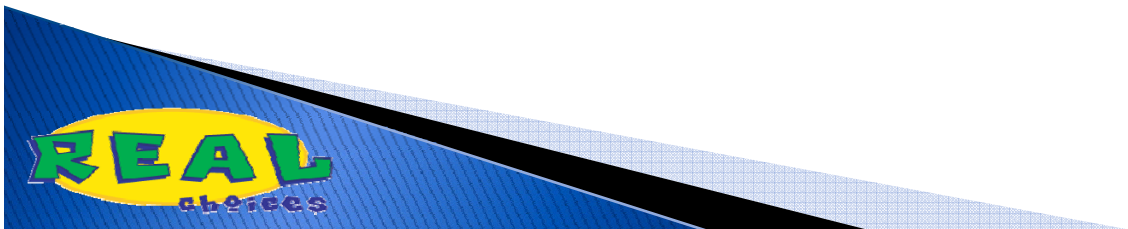
- ▶ All students with ID number can eat at any of these schools.
- ▶ Emphasizes student ID number used throughout school for many services.
- ▶ No need to route PIN cards (i.e., classroom, U.S. Mail).



# Benefits of New Process

## Nutrition Services Office Staff:

- ▶ No more manually transferring student meal accounts
- ▶ Reduce phone calls from cafeteria supervisors
- ▶ Eliminates duplication of efforts



# New Process

## Cafeteria Supervisors:

Will not...

- ▶ open student meal accounts.
- ▶ look up F/R eligibilities in CAMPUS.
- ▶ need to call Nutrition Services office for F/R eligibilities.
- ▶ send list of students new to school to Nutrition Services office to be transferred.
- ▶ approve applications, will only check for completeness.
- ▶ print and distribute PIN cards at schools using student ID's as cafeteria PIN .

# New Process

## Cafeteria Supervisors:

- ▶ Will allow all secondary students (grades 7 – 12) to charge up to 3 lunches until 2 days after the bulk cut off date.
- ▶ The remainder of the school year, secondary students will be able to charge 1 lunch.
- ▶ May call Nutrition Services office for extenuating circumstances.

# New Process

## School Office Staff:

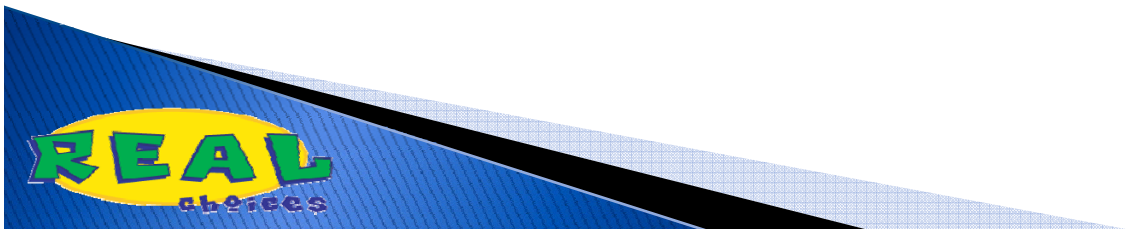
Continue to...

- ▶ update CAMPUS daily.
- ▶ send incomplete applications to family or to social worker, etc.
- ▶ distribute PIN cards at elementary schools.
- ▶ provide names of students new to school (elementary schools).
- ▶ instruct students at AGAPE, IA/Leap, Middle/Junior and High Schools to use Student ID as cafeteria PIN.

# New Process

## Nutrition Services Office Staff:

- ▶ F/R applications and return envelopes mailed with Back to School Guide through Community Relations.
- ▶ All F/R applications processed 2 days after receipt at 1930 Como.



# Strategies for Communicating New Processes

## Training:

- ▶ August 18, 2008
  - Cafeteria Supervisors
  - Student Account Management
- ▶ August 19, 2008
  - Nutrition Services Office Staff & Temps
  - F/R Application Process
- ▶ August 20, 2008
  - School Office Clerical

# Strategies for Communicating New Processes

## School Communication:

- ▶ July 31, 2008
  - Email message to principals
    - Regarding F/R Application in *Saint Paul Goes Back to School* magazine.
    - Printed materials will be provided to schools.
- ▶ August 12, 2008
  - Printed materials sent to school office
  - F/R Applications, Fall Newsletter, and Menus

# Strategies for Communicating New Processes

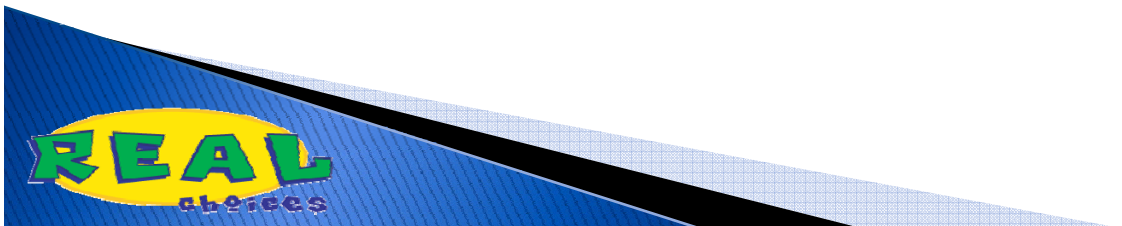
## Marketing:

- ▶ Nutrition Services flyers for school staff.
- ▶ ConnectED call to households early August to watch for F/R application in Back to School Guide.
- ▶ Announcements
  - Menu
  - Cafeteria Signs
  - School Carousel

# Updates

## See Handout

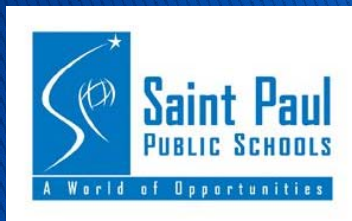
- ▶ Business Systems 08/09 Changes and Updates
  - Catering
  - PROV II
  - Inventory
  - Milk



Questions?



# 10 Minute Break

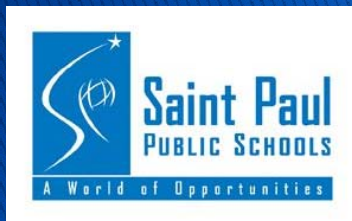


Coming together is a beginning...  
Keeping together is progress...  
Working together is success.

»» Henry Ford

# Program Updates

Dawn George  
Coordinator



# New Name: After School Care Program

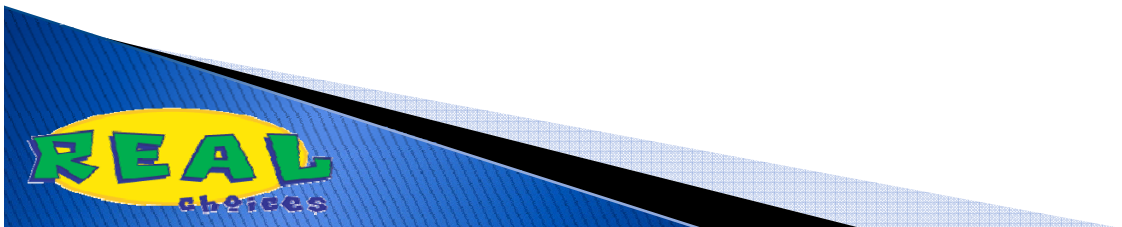
- ▶ This is a program authorized in 1998 to provide snacks to after school programs for children up to 18 years of age and those who turn 19 during the year.
- ▶ To Participate:
  - Program must be eligible as an after school program. (Example: Varsity sports is not eligible program, even though it may be after school).

# Eligible Programs

- ▶ Must be sponsored or operated by school or district.
- ▶ May serve snacks following the school calendar (no weekends or winter/spring breaks).
- ▶ May run a few weeks, stop, and then start again.
- ▶ Available to all student participating in activity.

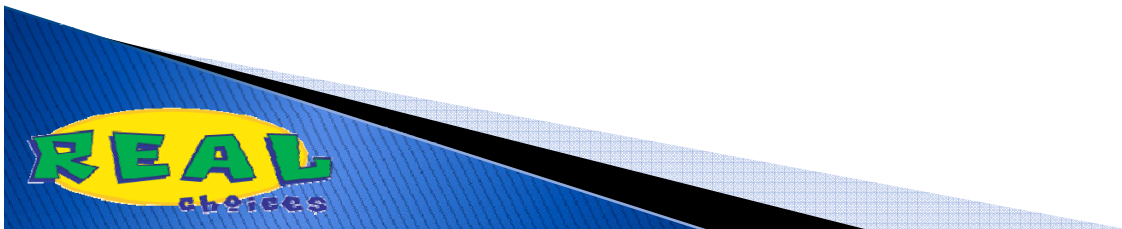
# To Participate

- ▶ Require program to fill out application and agrees to provide snack service.
- ▶ Must be monitored twice in the school year.
  - First visit occurring in the first 4 weeks.
  - Second visit during the month of February or before the program ends.
- ▶ Program sponsor assumes responsibility for maintaining a safe and sanitary environment for the snack.



# PEP Grant – Sites

- ▶ Successfully completed
- ▶ Currently on hold
- ▶ Evaluating the curriculum
- ▶ You will be notified if status changes.

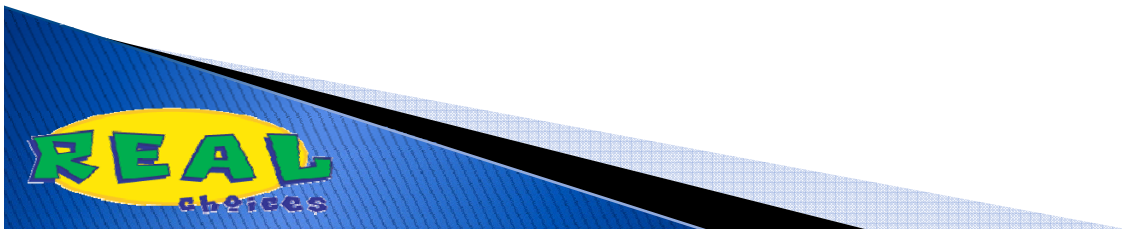


# Small Program Sites

- ▶ School Sites overseeing satellite sites:  
School Year 2008–2009
- ▶ Battle Creek Middle
- ▶ Como Senior
- ▶ Monroe
- ▶ North End
- ▶ Ramsey
- ▶ Rondo
- ▶ Washington
- ▶ Wellstone

# Equipment Updates

- ▶ NEW BLODGETT OVEN'S
- ▶ Ovens were installed over the summer in High schools.
- ▶ The burn off procedure is being done by SPPS maintenance.
- ▶ Once completed ovens are ready for your use.

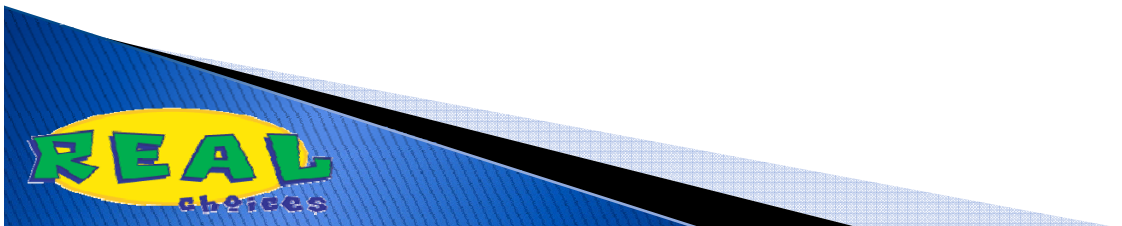


# Equipment Training

- ▶ Any site that has a micro wave and wants more training for themselves and their staff please call the following school sites to make arrangements:
  - Battle Creek Elementary
  - Battle Creek Middle
  - Central
  - Como
  - Hazel Park
  - Riverview
  - Roosevelt

# Equipment

- ▶ When opening your buildings, make sure to check all equipment (i.e., POS registers, milk coolers, etc.) to ensure all equipment is working properly.
- ▶ If not call 1930 Como @ 603-4960 for repair.



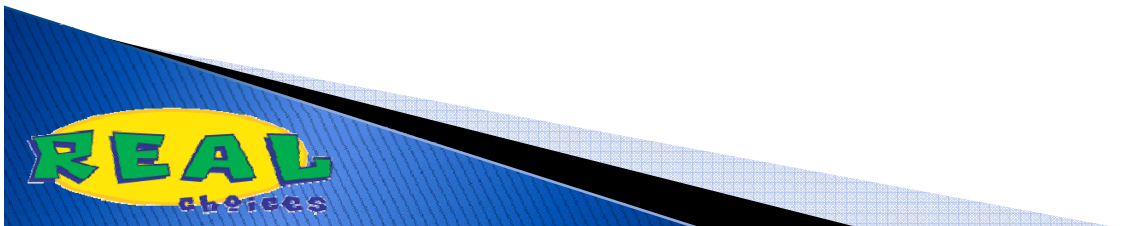
# Equipment

## Server Express Dispensers

- ▶ Secondary Sites will be using 1.5 gallon pouch pack Ranch dressing.
- ▶ Inventory current equipment and determine how many can be used for Ranch.
- ▶ Order new pump housing as necessary. Refer to Cleaning & Equipment Manual (section 1)
- ▶ Need more dispensers, contact coordinators.

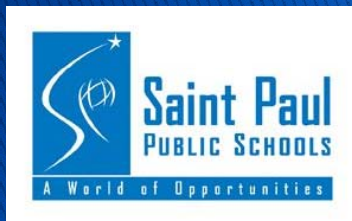
# New Mileage Reporting

- ▶ EFFECTIVE FOR MILEAGE DRIVEN ON AND AFTER SEPTEMBER 1, 2008
- ▶ Mileage reimbursement procedure will change from paper submission to electronic tracking and submission.
- ▶ Link located on NS Forms.
- ▶ Questions? Email: [mileage.help@spps.org](mailto:mileage.help@spps.org)



# FASTrack

Nancy Conway  
Coordinator



# FASTrak–Day End Reports

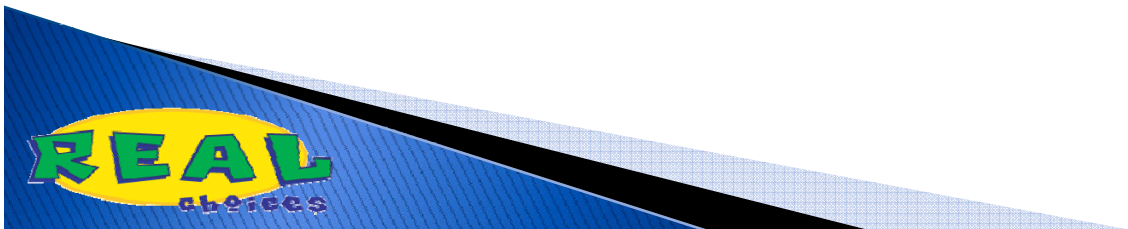
- ▶ All day end reports will be filed at the school – no reports will be sent to 1930 Como
- ▶ In Report Center, change number of these reports to be printed at day end
- ▶ Deposit Slip– 2– one for the bank and one for your files
- ▶ Money Reconciliation, Prepayment (elem) & Adjustment – 1 for your files
- ▶ Check – 2 for secondary (1 for files, 1 for bank), 1 for elementary (bank)

# Daily Download Report

- ▶ Lists changes/updates in your student database downloaded from the district office.
- ▶ May print this report every morning from Report Center – Daily Activity
- ▶ Use this report to help manage student accounts and for printing new PIN cards.

# Provision II

- ▶ Must use PIN's for the month of September for base year information
- ▶ May use clickers starting in October for the remainder of the school year.

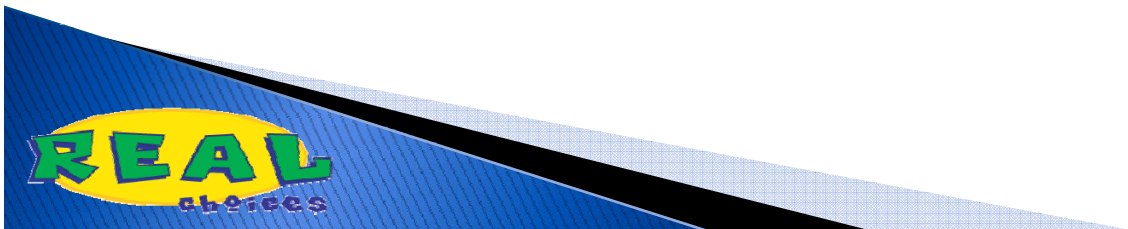


# PROVISION II

- ▶ In October, if using a clicker, you will follow the procedure in the Quick Guide for accounting for breakfasts using Account 1.
- ▶ An alphabetical list of Provision II schools and small programs can be found in the center section of your packet.

# Schools/Small Programs on Provision II

- ▶ If you have a small program on Provision II, it is imperative that breakfasts for the month of September are accounted for on a roster or with PIN's if on a computer.

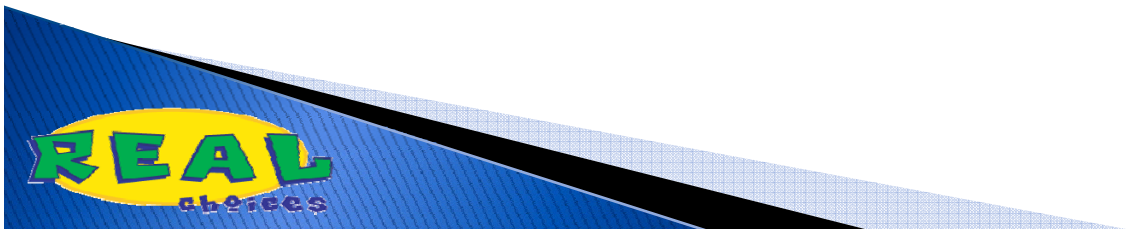


# General Accounts

- ▶ Refer to the Balance Report for General Accounts in the center section of your folder to be sure that you have all the General Accounts in FASTrak.
- ▶ Account 1 is the “Any Paid” account.  
Elementary – Any Paid Elementary
- ▶ Middle – Any Paid Middle
- ▶ High School – Any Paid HS

# General Accounts

- ▶ Account 4 – Any Paid Secondary for those schools with both elementary and secondary students.
- ▶ Once you have updated the General Accounts before the start of the school year, as part of the FASTrak start-up procedures, you will be required to print a Balance Report for those accounts and send it to 1930 Como.

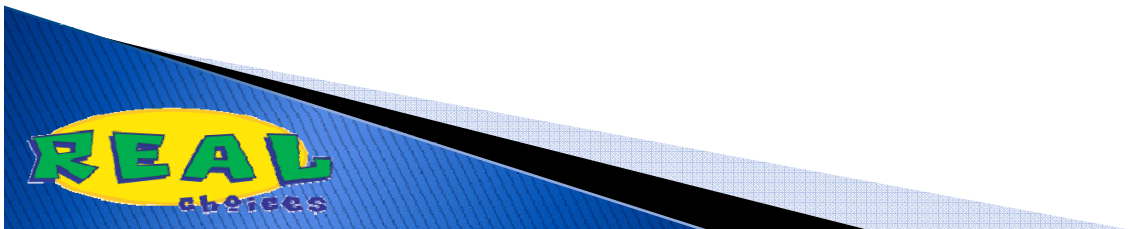


# After School Snacks and Kindergarten Milk

- ▶ Counts must be entered daily in the After School Snack or Kindergarten Milk accounts
- ▶ No need to change the date unless you are entering snacks or milk for the previous month – example – entering a snack count on October 1<sup>st</sup> for snacks eaten on September 30<sup>th</sup>

# Additional FASTrak Updates: Allergy Messages

- ▶ Allergy message in the roster mode in Graphic POS
- ▶ Allergy Report – can be accessed in Report Center from the “Accounts” tab
- ▶ Allergy messages must be in the student’s account and the “Allergic Message” square must be checked.

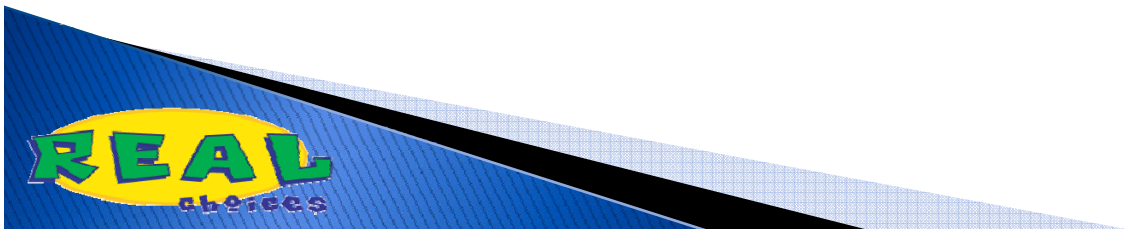


# Database Verification

- ▶ If there is a discrepancy between the event log and the database the system will automatically correct the student database.
- ▶ A special screen will appear when the account has been corrected and you will click “Continue” to proceed with day end.

# No Meals Served Warning Message

- ▶ During day end you will be alerted if there are no counts for breakfast, lunch, snack or K milk.
- ▶ All schools will have alerts set for breakfast and lunch.
- ▶ Schools with after school snacks and K milk will edit their config file to receive these alerts once their programs begin.

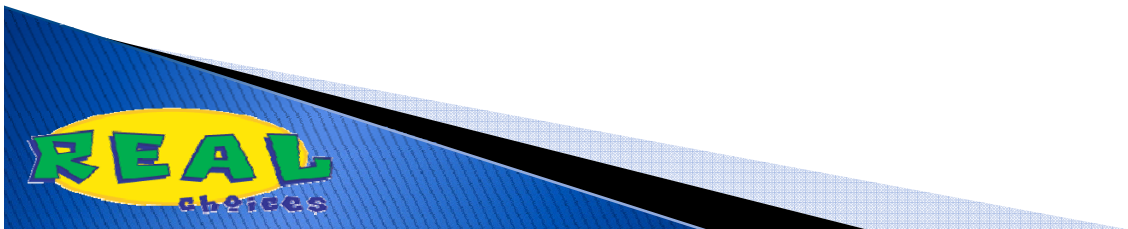


# Auto Send Day End Files

- ▶ At the completion of the Day End Procedure, the day end files will automatically be communicated to the district office. This is faster for the large files.
- ▶ After the backup is completed the WAN screen will automatically appear.
- ▶ You will click on “Start Upload” to start the process.

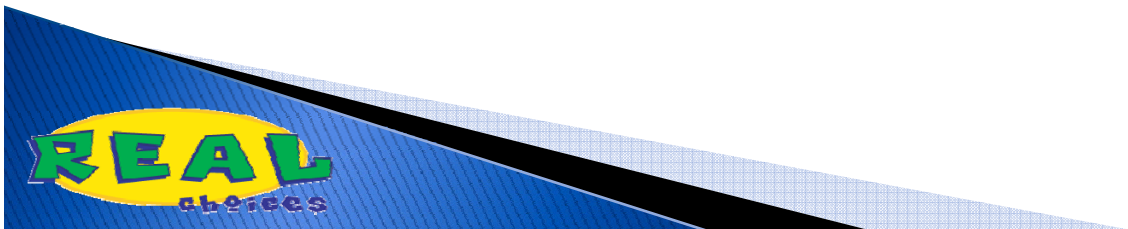
# Communication

- ▶ There is a communication module that sends you updates several times during the day.



# FASTrak Start-up Procedures

- ▶ Refer to checklist in the center section of the opening folder.
- ▶ Eligibility Table and POS Items:
- ▶ Perform a WAN connection to receive the eligibility table and new POS items.

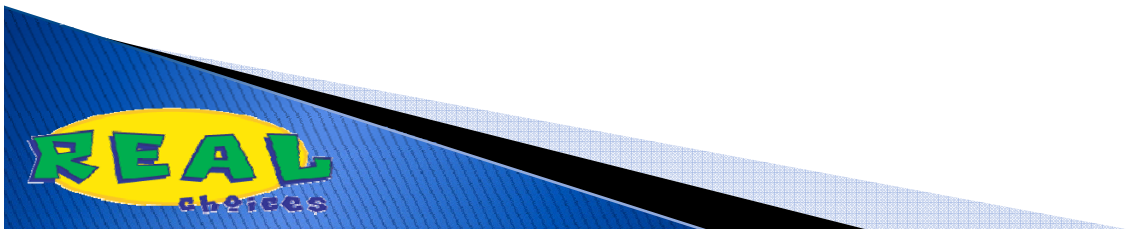


# General Accounts

- ▶ Edit your general accounts
- ▶ Refer to the Balance Report for General Accounts in the center section of your folder
- ▶ Print a Balance Report for the General Accounts and send to 1930 Como on August 28 or 29.

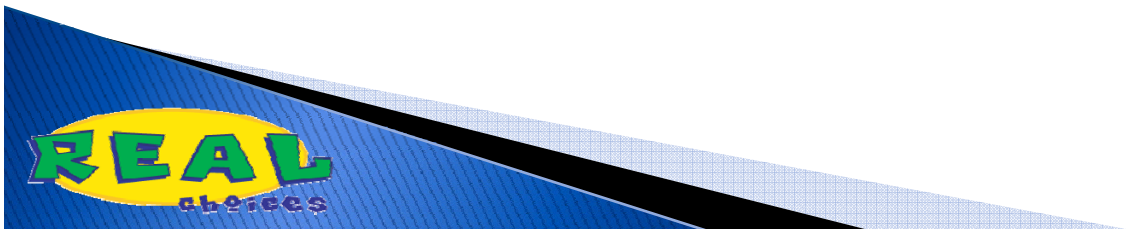
# Configuration File and Student Database

- ▶ Print a copy of your configuration file and send to 1930 Como on August 28 or 29.
- ▶ Be sure that you have your student download.
- ▶ You may view your download in Report Center, Daily Activity – printing is optional.



# Carry Over Cash and Day End

- ▶ Check change fund and, if need be, update the carry over cash field in your computer. This can be done during day end
- ▶ Complete a day end everyday



# Overlays and POS Terminals, Extra Cords

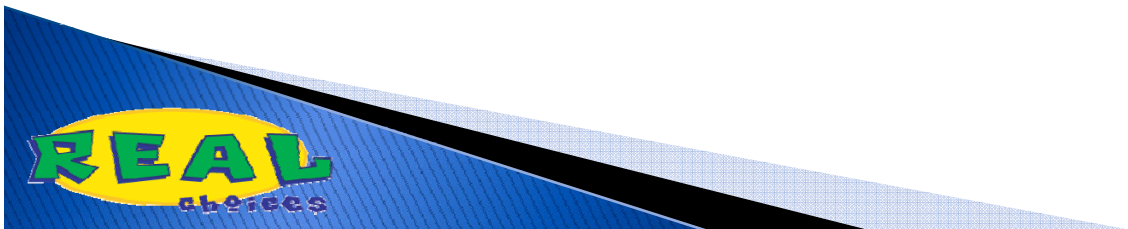
- ▶ Print new overlays using transparencies and install on your terminals.
- ▶ Check that all POS terminals are operational.
- ▶ Train on new keys
- ▶ Extra computer cords

# PIN Cards/Classroom Worksheets

- ▶ Be sure you have your download before printing your PIN cards.
- ▶ Secondary schools do not need to print PIN cards – HS, MS, Agape, IA/LEAP – using Student ID's.
- ▶ Print Classroom Worksheets (at least 2 copies) for each computer or terminal for emergencies.
- ▶ Update regularly.

# Balance Report and Price Lists

- ▶ Before school starts, print a Balance Report in alpha order to keep on site.
- ▶ Print new price lists from NS Forms and have them available for the cashiers and for posting.

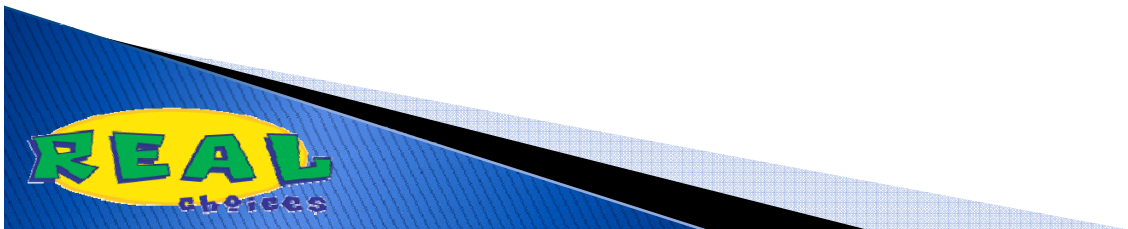


# Form Changes – Daily List of Students New to Building

- ▶ Use to account for meals eaten when student does not yet have an account
- ▶ Once the student is in Campus, the district office will download the student's account to your school within 1 or 2 days.

# Daily List of Students New to Building

- ▶ You will then account for the student's meal in the "Any" account per the student's eligibility.
- ▶ Keep this form with your day end reports.

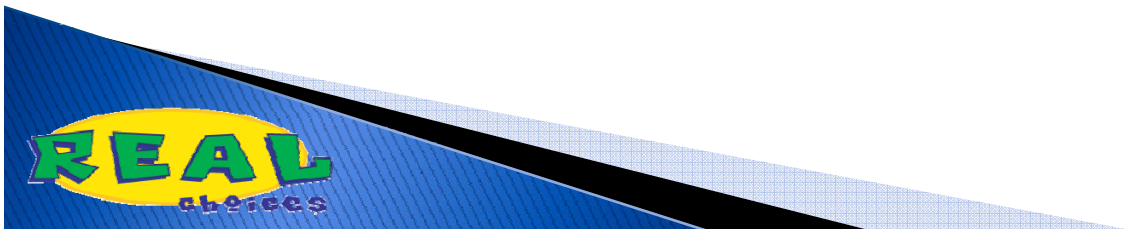


# Documentation for Generic Accounts

- ▶ Use this form to record any meals accounted for in the “Any” accounts.
- ▶ Ex. A field trip goes out and the meals are not accounted for until the following day. Those meals would need to be entered in “Any Free, Reduced or Paid” depending on the student’s eligibility.

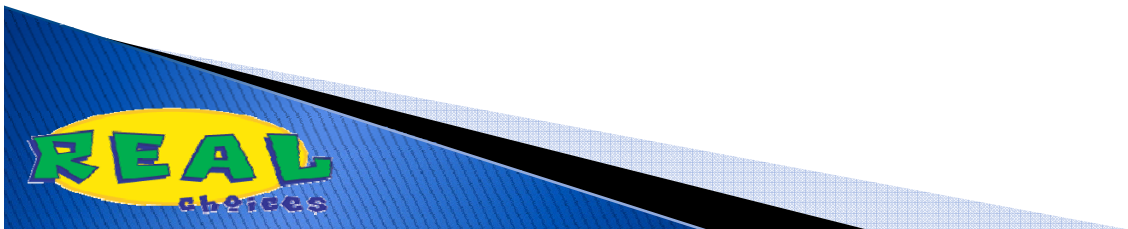
# Documentation for Generic Accounts

- ▶ You miss giving out a nonpayer sandwich and do not take away the tray. Enter the meal in “Any Paid” or “Any Reduced”.
- ▶ Keep this form with your day end reports.



# Kindergarten Milk Production Record

- ▶ “Start”, “Return” and “Total” column for AM and PM classes
- ▶ Has “Daily Total” column and a column to note that the amount was entered in FASTrak
- ▶ Counts must be entered daily



# Price Increases

- ▶ Elementary Lunch – \$1.75
- ▶ Secondary Lunch – \$2.00
- ▶ Adult Lunch – \$3.50
- ▶ JA Schools
- ▶ Elementary Lunch – \$2.30
- ▶ Secondary Lunch – \$2.40
- ▶ Adult Lunch – \$3.90

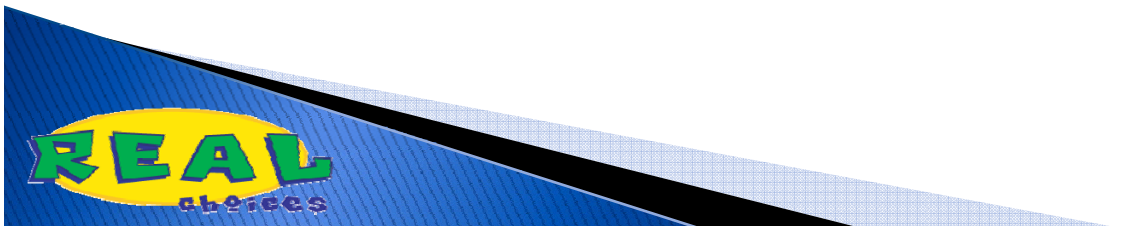
# A La Carte Prices

- ▶ Entrée prices – \$2.00
- ▶ Combi entrees – \$2.50
- ▶ Sandwiches – \$2.00
- ▶ Juice – .50
- ▶ Milk – .50
- ▶ See price lists for additional increases
- ▶ Print off price lists for cashiers/posting



# POS Items

- ▶ The prices have also been edited for the POS Items.
- ▶ You should have received the updated POS Items in your download along with the new eligibility table.

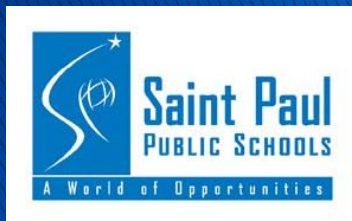


# Quick Guide Updates

- ▶ Review changes of “who to call for what”
- ▶ New values for labor categories – check your configuration file to be sure that you have the correct values.

# Staffing

Nancy Bocklund  
Coordinator



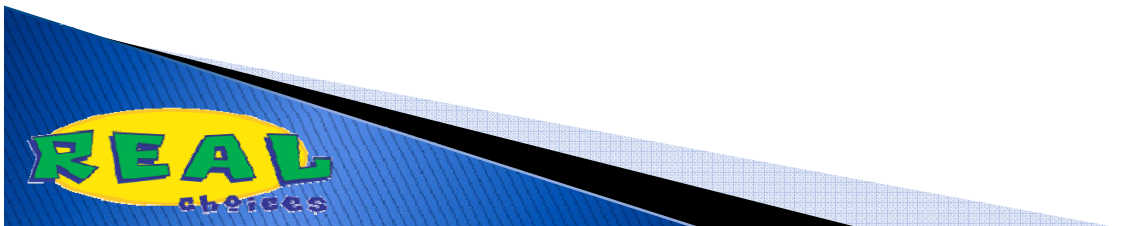
# Calling in for Subs

- ▶ Call 651-603-4960 press 3.
- ▶ Provide name of school and hours sub is needed.
- ▶ Call anytime between 7:00 – 8:15 AM.

# How to become a NSA

## Industrial Staffing

- ▶ For Employment Opportunities Call
- ▶ 612-338-5421
- ▶ Phone Interview
- ▶ Testing and Reference Checks
- ▶ 90 Calendar Days – Consider for Employment
- ▶ More question call your coordinator.

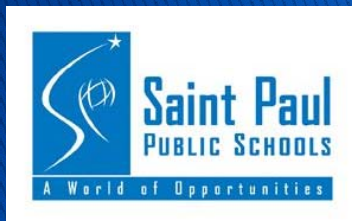


# Other

- ▶ Transfer List – openings occur throughout the year. Submit request in writing.
- ▶ Attendance Grid – we will be using this grid as part of the Great Attendance Award Program this year.
- ▶ Payroll – two hours for pre–packet and six hours for today’s training.

# Training

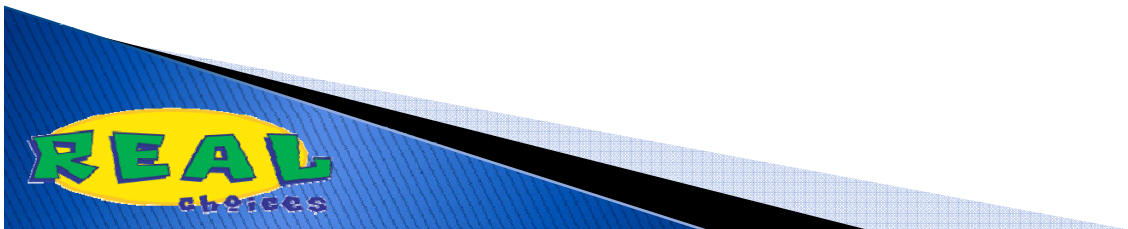
Pat Mergens  
Coordinator



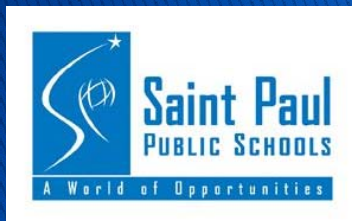
# Supervisors Training

## Tentative Dates

- ▶ November 7, 2008
- ▶ January 23, 2009
- ▶ March 9, 2009



# Questions?



# Saint Paul Public Schools Nutrition Services

## Mission Statement

We create and serve foods that  
students get excited about!

Our "healthy hits" are served with  
respect by a caring staff effectively  
managing resources.



# Lunch On Your Own

1:00 PM Afternoon Session Begins  
Harding High School

