



# Food Services Department Program Evaluation 2018-19



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## About the Program

Mission Statement: "School meals...we serve education everyday"

We are committed to providing affordable, high quality, freshly prepared, nutritious food and personalized service to our customers. We provide a friendly, caring environment where students are encouraged to make healthy choices. We educate children by teaching sound eating habits, serving balanced menus and exposing them to a wide variety of nutritious, attractive, and tasty food to support the strategic plan for academics. Excellence is our standard. We strive to service the public in a professional manner and to maintain a high degree of quality.

We participate in many USDA programs all designed to provide healthy meals and food to children. These programs include:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Fresh Fruit and Vegetable Program (FFVP)
- Afterschool Snack Program (ASP) or Afterschool Meal Program
- Summer Foodservice Program (SFSP)



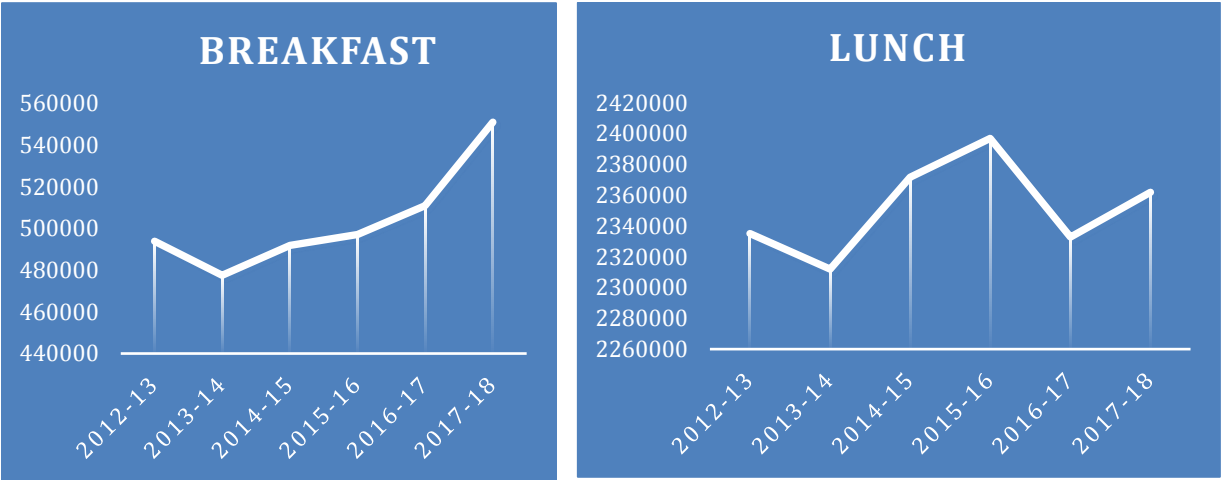
Food service has 265 employees who work anywhere from 4-8 hours per day. The department is structured that all food is prepared and served at each school. The exception is Brookwood (until the new school is ready to be occupied), Arrowhead and Shawnee Mission Early Childhood Education Center. Each school has a manager and food service assistants and department heads that prepare and serve the food to students and staff. The food service office includes four area supervisors, three office staff, nutritionist and the director who all work to support the students, schools and principals.

## National School Lunch Program and School Breakfast Program

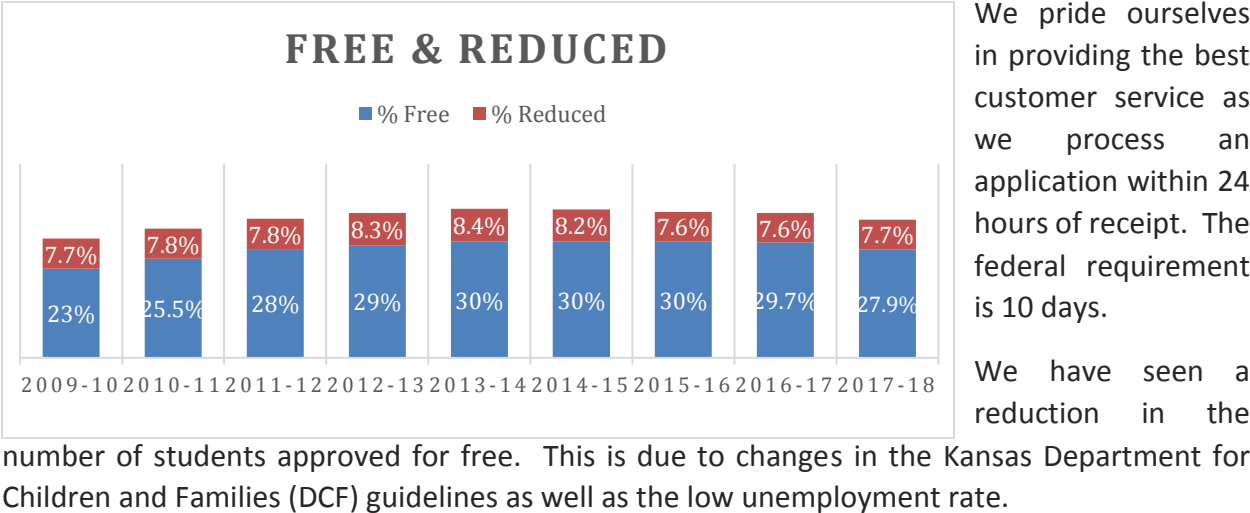
The Kansas State Department of Education (KSDE) Child Nutrition & Wellness Department administers these programs in Kansas by ensuring compliance for all programs. By participating, we must follow all guidelines for each program. In return, we receive reimbursement from USDA and KSDE.

Breakfast and lunch are available on all days that school is in session in all school buildings. Kansas state law indicates that all public schools must offer breakfast. A 2<sup>nd</sup> chance breakfast is available at all high school between 1<sup>st</sup> and 2<sup>nd</sup> period. This is in addition to the regular breakfast

that is served. A grab and go breakfast is available at Nieman. Food service is in discussion with principals on breakfast options. In 2016-17, there were less serving days than in 2015-16 or 2017-2018. Also, when lunch prices are increased, typically number of meals decrease.



Food service department is responsible for maintaining the free/reduced status of all students. This includes processing meal applications, notification to parents, and maintaining the database to ensure these students receive the proper meal price when coming through the cafeteria line.

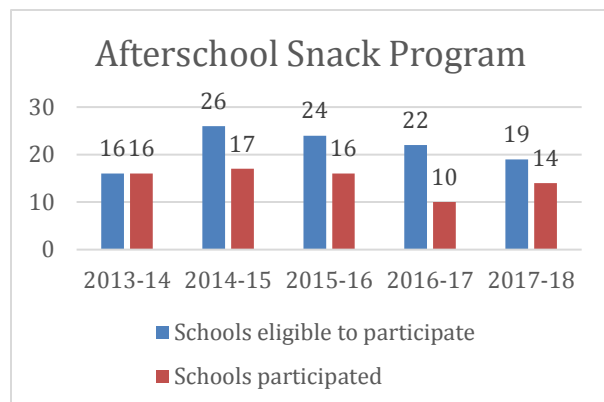


### Fresh Fruit & Vegetable Program

Food service department in conjunction with the school nurses apply for the fresh fruit and vegetable grant program (FFVP). At these schools, all students are provided a fresh fruit or vegetable three days each week. The focus of the program is to expose students to fruits and

vegetables and to encourage students to make healthier food choices. Food service prepares the food items; the nurses provide the nutrition education while the classroom teachers assist in distribution and encouragement for students to try new items. During 2017-18 we were awarded and participated in the program at Apache, Comanche and Shawanoe Elementary schools. Example of foods the students tasted include; sugar snap peas, apricots, black berries, star fruit, persimmon, and broccoflower.

## After school Snacks & Meals



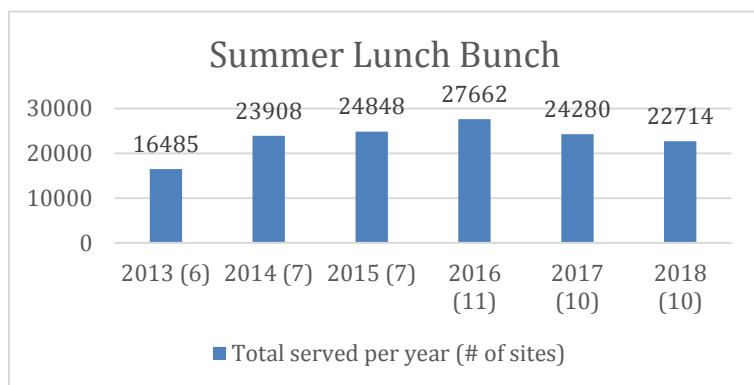
Afterschool snacks or afterschool meal program provides a nutritious snack or meal for students who are in an after school educational program at no cost to the school or student. Both programs are available to a school that has 50% or greater free/reduced students or is a feeder school. Food service has provided after school snacks in the past and are looking forward to working with principals on providing afterschool meals in the future.

Note: Data for 2018-2019 include 17 schools that qualify for these programs. As of 9/19/18, 6 schools have been approved for the after school snack program and 2 schools are in the process of getting approved for the after school meal program.

## Summer Food Service

Summer Lunch Bunch provides free meals to children ages 1-18 years of age during the summer. This past year we saw a decrease in number of children possibly due to other summer lunch locations available within the community for families.





Summer food service works closely with the Jump Start program. If summer lunch was not available at a Jump Start location, then food service provided breakfast items to children that were distributed by Jump Start staff.

## Nutrition

The district nutritionist ensures all menus meet the meal requirements and student satisfaction. Breakfast and lunch menus must meet the grade groups for nutrients and meal components. We have different guidelines for elementary schools, middle schools, high schools, early childhood, and the Arrowhead K-12 program. This means different menus, nutrient analysis, and meal components for each group.



In 2012, USDA provided sodium guidelines to all school districts. At that time Shawnee Mission was already meeting these guidelines. Since then we have continued to improve the nutritional content of the menu items. One way we do this is with spice stations. Spice stations give the students the opportunity to add seasonings to their food. These spice stations have been at all middle and high schools for three years. Thanks to Highlands Elementary who piloted spice stations in the spring 2018, now all elementary schools have spice stations.

The spices include black pepper, garden seasoning, onion powder, garlic powder, crushed red pepper, and southwest chipotle.

The nutritionist serves on the district wellness committee and works closely with all school nurses to ensure the safety of all students who have a food allergy. Currently we monitor over 500 students who have identified they have a food allergy. Food service supports the strategic plan for student/employee wellbeing.

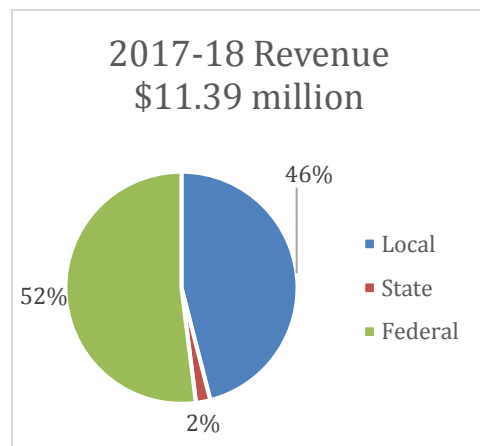


## Student Involvement

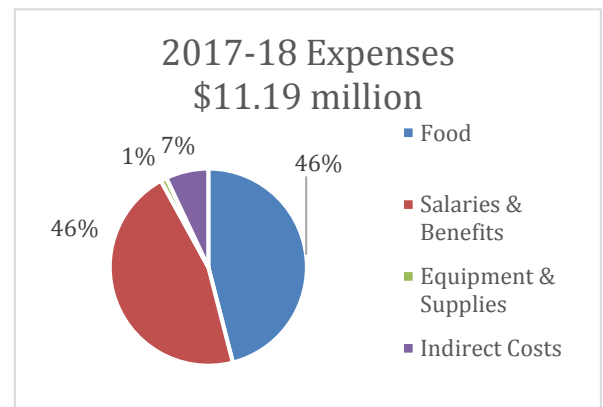
Food service department involves students in taste testing and menu planning which supports the district strategic plan for community/marketing. This can be accomplished in a variety of ways. For example, at SM Northwest, the cafeteria manager and nutritionist were guest speakers for the student council. They talked with students about the food items the students prefer to have on the menu and provided a taste testing opportunity. At SM West, the cafeteria manager has been seen going table to table during lunch offering students an opportunity to sample new items. At an elementary or middle school these are done in smaller groups. During in 2016-17, 140 food items were sampled to groups of students and during 2017-18, 102 food items were sampled to groups of students.

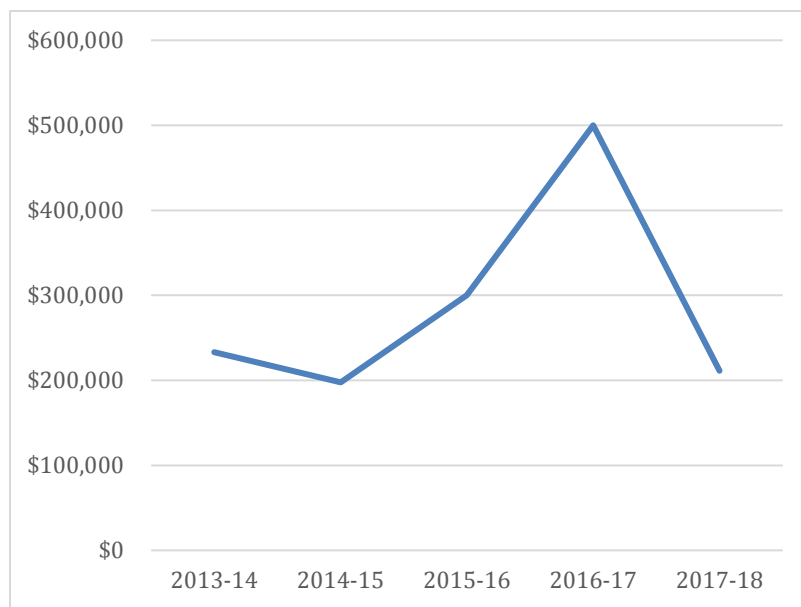
## Financial Performance

Food service department is financially independent. This means the department revenues pay for all expenses which include salaries and benefits of all food service employees, food and supplies including computer software and all hardware and health licenses to name a few. Food service pays the district full indirect costs as calculated by KSDE. Food service supports the strategic plan for resources.



Food service revenue includes the money received from parents for their child's meals and ala carte sales, federal reimbursement for all meals served and the state of Kansas for all lunches served. Meal prices are determined by the paid lunch equity formula. This ensures that federal reimbursement monies received for free and reduced lunches are not used for paid lunches. We requested and were granted a waiver for not increasing the student meal prices for 2018-19 school year.





Food service carries a three month operating balance as allowed by USDA. This helps in the fall when purchases are made and salaries are paid before the next payment is received from KSDE.

The drop in revenue in 2017-18 is due to the purchase of 148 new computers and employee salaries that were increased to reflect the current market.

Ala carte options are available for students to purchase. All of these items must meet the USDA Smart Snack guidelines. Food service is also available to provide catering for district events.



The event can be something small for example, cookies and lemonade up to a large event in which a buffet was provided for those employees and family members retiring from the district.

There has been over a 50% reduction in revenue from 2006-2007 due to the USDA regulations on wellness, updated meal patterns and Smart Snacks. Thus, food service has had to become more efficient.

## Regulatory Compliance

- Kansas Department of Agriculture reviews each kitchen once each semester for health code compliance and food safety which supports the district strategic plan for safety and security.
- Kansas State Department of Education Child Nutrition & Wellness in conjunction with USDA reviews the food service department every 3 years. This includes; free and reduced compliance, menu components and nutrient analysis, procurement practices,

buy American, professional standards for training hours, wellness, smart snack compliance, proper documentation for health codes and food safety plus many others.

- Kansas State Department of Education Fiscal Auditing review free and reduced files annually as part of the school funding formula.
- The district hires an outside auditing firm to review the food service program to include, purchasing practices and bids, meal counts, federal and state reimbursements, free and reduced meal application approval accuracy.
- USDA occasionally will visit individual districts to review the state review process. In the past ten years we have had 2 of these reviews.
- USDA selected the district to participate in a study called, APEC third party access, participation, eligibility and certification. Three schools were selected and they were reviewed spring 2018.

## Honors

- USDA recognized Shawnee Mission food service in forward thinking and educating all stake holders about the Healthy Hunger Free Kids Act. The district joined USDA in a presentation at the School Nutrition National Conference in Salt Lake City, Utah in July 2012.
- USDA has recognized Shawnee Mission food service with their work with parents through the verification process and asked for our ideas that could be shared with other districts across the country.
- USDA requested Shawnee Mission food service participate in a presentation on lowering sodium in menus at the School Nutrition National Conference in July 2017 in Atlanta Georgia.
- KSDE awarded food service department a Kansan Can Best Practice Award in July 2017 for their role of recycling and composting efforts.



## Accomplishments in 2017-2018

- Implemented PrimeroEdge food service software on January 4, 2018. This included the point of sale, ordering, inventory in all schools and the food service office as well as the free/reduced application progress. This software was interfaced with other district software. The software provides parents through School Café the ability to see what their child has purchased and to apply for free/reduced meals. Food service managers and staff were trained two weeks prior to winter break. Over winter break the technology staff installed the new software on 148 devices. The implementation of this software supports the strategic plan for technology.
- Food service began our “green” initiative 12 years ago when we switched to compostable trays when the dishmachine is not working and eliminating all Styrofoam items. In all of our elementary and middle schools, we use washable trays and silverware. At the high school we use washable trays and disposable silverware. We continue to evaluate all food containers for their ability to be composted or recycled before they are purchased by the department. Food service employees keep food waste at a minimum. When there is food waste it is composted as part of the building program.
- Food service employees received 3,455 hours of training during 2017-18. This is accomplished through the annual back to school in-service, district online in-service, weekly food safety tips, food safety plan and many classes that employees are able to attend.
- Food service was involved in each new building or program that started in August 2017 with kitchen renovations which supports the strategic plan for facilities.
  - Arrowhead school opened with a new meal program for students in kindergarten -12<sup>th</sup> grade.
  - Center for Academic Achievement opened with students in grades 9-12 and included district office staff.
  - Brookwood Elementary moved to Indian Creek. This facility was not set up for an elementary school so adjustments had to be made.



- East Antioch Elementary kitchen and cafeteria upgrade was not ready when school began so meals were prepared at SM West, transported and served in the cafeteria until the kitchen was completed about 3 weeks after school started.
- The new Benninghoven Elementary opened with food service staff cleaning and getting everything ready to serve meals. The freezer was not reliable for the 1<sup>st</sup> semester so frozen food was transported between SM Northwest and Benninghoven by food service staff.
- USDA implemented new Pre-K meal guidelines that affected all schools with a Pre-K program and Shawnee Mission Early Childhood Center. Food service changed all menus in early July to comply with these guidelines and trained staff. In late fall USDA changed these guidelines to be more school friendly, so menus and procedures had to be changed and staff were re-trained.
- At the start of 2017-2018, food service had eight new managers and three managers at a different school. Over 150 employees were hired during the 2017-18 school year.
- District made the decision to close the food portion of the warehouse. This included about 80,000 cases of product annually. Now all food is delivered directly from the vendor to each school.
- Food service supported several co-workers through significant life changing issues.

## Goals for 2018-19

- Employment: To strive to fully staff the kitchens on a daily basis. Food service salaries were increased in 2017-18 to be more competitive in the market. We have participated in all district job fairs and work closely with Johnson County Work Force Partnership to attract quality candidates.
- Food Vendor: We continue to work with Sysco to ensure we have the product that is needed for our recipes and menus to help reduce the number of out of stock items. Sysco is under contract to provide food and supplies to the district. We have had ongoing conversations with Sysco related to their performance of the contract. We also have had challenges getting deliveries to the schools within the timeframe that is needed. Due to the out of stock items we have had to make numerous menu substitutions at the last minute.
- Afterschool snack and meal program: We are working with principals to get these programs implemented in their school upon their direction in all eligible schools.
- Brookwood Elementary: We will ensure a successful opening of the kitchen so all food can be prepared and served at their school.
- Administrative Review: Successfully prepare and highlight the food service program for the Kansas Department of Education Child Nutrition & Wellness review scheduled December 10-14, 2018.
- Financial: Maintain a program that breaks even.



## **Recommendation**

To ensure the wellbeing and nutrition of all students, a revision to board policy EE Food Service Management is being recommended.

Current policy provides elementary & middle school students the opportunity to charge up to 3 meals. High school students are not allowed to charge. Until the charges are repaid the student receives a toasted cheese sandwich and milk at no cost.

The policy revision would ensure that all students will be provided a full regular meal, regardless of the balance in their account. When the student's account is negative parents will be notified. If the charges are not paid by the end of the school year, the account will be turned over to collections as reflected in board policy JS Student Fees, Fines and Charges.

If this recommendation is approved food service will need a month to implement this change.