



Child Nutrition & Wellness Advisory Council Meeting Notes June 19, 2014

Attendees – Stan Vallis, Connie Vogts, Vicki Hoffman, Susanna Thyer, Tandy Rundus, Kyleen Harris, Sandy Skucius, Carol Semrau, Angela Jeppesen, Shalonda Smith, Valerie Cable, Londa Tindle, Stephanie Keller, Tracey Colbert, Jeffrey Willett, Gayle Price, Kevin Sauer, Bridget Sheehan, Cheryl Watts, Michael Rose, Cheryl Johnson, Peggy McAdoo, Kelly Chanay, Jill Ladd, Cindy Johnson, Barb Depew, Diana Floyd, Danette Cox and Pam Rosebaugh.

Welcome – Welcome by CNW Director, Cheryl Johnson.

Introductions – Council members introduced themselves. They each shared a success, named one thing they would like from KSDE/CNW and asked one question they would like answered.

Successes

- Stan – Made it through the year
- Gayle – Bond issue approval, keep food service in-house
- Carol – Aligned with new administration (in black)
- Connie – Passed bond issue and 2nd chance breakfast
- Susanna – New computer system, POS
- Tandy – Breakfast on the Go at high school
- Sandy – Seniors voted on Chipotle Rice Bowl (New)
- Valerie – Over 300 attended training
- Stephanie – Grant funded project, implement wellness in home (book/materials)
- Kevin – Students becoming interested in CNP
- Shalonda – Providers trying recipes from training (new items)
- Londa – Becoming home visitor for sponsor
- Jeff – CNW, KSDE success – funding wellness
- Vicki – Successful in implementing changes, choices at all levels, increased participation, organization reorganization, SFSP – parks/rec
- Cheryl – Resources for small schools
- Bridget – Breakfast **lab with Wichita**, taste testing, breakfast outreach
- Kyleen – Bond pass for new school, kitchen updates, culinary class won competition
- Angela – USDA – meet up, eat up signage for teens, share table donations to Harvesters
- Tracey – Used own funding to do cooking visits/classes (rather than grant funding)

Wish List:

- Parent Education Information
 - Wellness/Smart Snacks direction
 - Spanish Application
 - Smarter Lunchroom
 - Learning how to use resources from other departments in agency
 - CACFP is different from SNP – Cannot do all
 - KSU support wellness initiative – just tell us how
 - Trainings about new technology for CACFP
 - Good Review
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- Roll out for enhanced training for wellness
 - Sharing information as quickly as possible
 - Programs to help small districts stay solvent
 - Filling pipeline w/success stories/Sunflower Spotlights
 - Targeting teens in SFSP
 - Reduce attendance in At-Risk CACFP
 - CACFP Meal Pattern
 - Healthy Food Fundraiser Ideas
 - Health Department is road block to SFSP

Questions

- How will districts implement changes?
- What does this (WP) mean?
- How will districts implement Smart Snacks?
- Smart Snacks/Exemptions. Clarifications r/t fundraisers.
- Past Exemption
- What is the Water Cooler?
- Status of CNP Programs. Are they changing?
- How can K-State give back to CNW to ensure continued partnership?
- Timeline for roll-out for changes/enhancement to TA for WP implementation.
- How to implement WP changes at the school level.
- What resources are available to assist small districts? Education of BOE, tools/guidance to help run successful operations.
- What are the changes to the CACFP meal pattern and will menus need to change?

Introduction – Michael Rose, Program Specialist from USDA Mountain Plains Regional Office (MPRO)

Update on CNW 2014 Goals

RFP for KN-CLAIM Rewrite and Enhancements – Jill gave an update on the RFP process. CNW is currently trying to go sole source with the contract. Jill provided a list of screens/reports currently available in KN-CLAIM (via email on 06/20/14). If members have comments/suggestions for enhancements to KN-CLAIM, they should email her at jladd@ksde.org.

Smart Snacks in School

- Schools need healthier fundraiser options and ideas for quick fundraisers (i.e. selling “Cuties”)
- Principals not receptive to guidelines.
- Will need to communicate with PTO’s, PTA’s and Booster Clubs.
- Are there consequences for not following compliance? Who will enforce?
- Educate school board. Needs to come from the top down.
- Want a 5 minute Quick Train Video

Wellness Policies – Setting goals to become and have healthier school environments.

- Need to have a policy (plan) and a reporting mechanism.
- Concerned about structural limitations at some schools. (i.e.- Not enough space and time for meals, etc.)
- Select Wellness Committee with broad representation – school nurse, PE teacher, administration, parent, etc.
- Could the district and/or each building provide a stipend for someone to serve as the Wellness Policy Coordinator and get pay similar to that of an “assistant coach” for a sport that would

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- assist in having someone dedicated to the job? (\$500-\$1000 on top of salary)
 - Wellness Reporting – Include a narrative section where you can write in a minimum of one goal for each of the 4 model wellness policy areas.
 - Jeff with Kansas Health Foundation is currently funding CNW trainers to visit schools and school administrators.
 - Need presentation/wording of what to say to school boards to gain buy-in for Smart Snacks and Wellness Policies.
 - Submit a proposal application to speak at the Kansas Association of School Boards Convention about Smart Snacks and Wellness Policies.
 - Want us to “go on the road show” with Mr. Dennis and Craig to speak about the issues.
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USDA Strategic Plan for 2014

- Highlighted Strategic Goal 4. Ensure that all of America’s children have access to safe, nutritious, and balanced meals.
 - USDA Core Values – Transparency, Participation, Collaboration, Accountability, Customer Focus, Professionalism, Results Orientation
 - Future Program Evaluations to be aware of
 - Improper Payments Measures for Major Federal Nutrition Assistance Programs
 - School Nutrition & Meal Cost Study
 - Study on Nutrition & Wellness Quality in the CACFP
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CNW Advisory Council – Training Plan Workgroups

1. Are Program Renewal Webinars helpful?

- Yes, saves on gas and helpful.
- Yes, but need to be recorded so the information can be referenced again. Make them more interactive
- Webinars are acceptable on VERY specific topics, not for broad topics – most are not applicable to CACFP Home Sponsors
- Limited help but wouldn’t discontinue either

Would additional webinars on Administrative topics be helpful? If so, what topics?

- Webinars would be helpful for others to attend such as secretaries
- If PLE tool is populated automatically then not a problem – if not a webinar on that would be good
- CACFP - webinar on tiering and new policies, interpretation of those policies and how to implement
- Good Training. At-Risk, SFSP, CACFP

2. Provide input on the separate training needs assessment draft? (Questions to add? Questions to delete? Questions to clarify?)

Trainings they would like to see:

- Training on use of social media and apps for CACFP.
- Online video for CACFP that could be utilized to train new home visitors on safety, each new employee can go on-line to view
- Technology Classes (KN-CLAIM, Excel, Smart Program)

Other comments:

- Are CACFP conference calls considered webinars?
 - Too long – same question 52 times
 - Would rather have on-site training rather than webinars
 - Difficult to answer director/manager response different from employee
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3. Prioritize Financial Management training topics on the separate handout? Please suggest additional training topics and rank training topics in order of most important to you.

All important topics

High Importance	Moderate Importance	Low Importance
Update/Revise "Is this meal reimbursable" (breakfast/lunch)	Meal counting, claiming, and collection procedures	POS Accountability (CACFP n/a)
Monthly Annual Financial Report		FSMC Oversight
Point of Service Accountability		Determining Eligibility
Financial Resource Mgmt		
Procurement		
Procurement of equipment		

4. Think about Fall and Spring Regional Training led by Child Nutrition Consultants – Leadership Connections for SNP and Fall/Spring CACFP Training Workshops. Should we rename/rebrand this training opportunity? Suggestions for topics? Webinar or Face-to-Face? Discontinue?

- SNP Topic Idea – Financial Management Training
- SNP – Webinar good idea for "filler" topics – but face-to-face important for major topics or once a year
- CACFP – Indicate if training is for sponsors or for centers – clarification of audience appropriateness (face-to-face best, webinar 30-45 minutes max, wait until new guidelines)
- Possibly have webinars by region to limit # of participants on the webinar
- Renaming – depends on what the goal is – suggest individual face-to-face training topic
- Fall Training taught by peers or business partners – Want to hear what other people/peers were doing
- CACFP – Seems to work now with one site. Exchange of info between sponsor community.
- SNP – Leadership Connections – good as is, face-to-face
- Don't rebrand – confusing to people who have been attending (rename people will just refer to the old leadership connections)
- Don't discontinue – Good Networking – Sharing with other districts

5. When (month/time of day) should Administrative Training Updates and Menu Planning Classes be scheduled? What format do you prefer – Face-to Face, Webinar, Online Self Study?

- CACFP – AFTER claim is complete for sponsors
- SNP – Webinar would be nice
- Set state conference in maybe Topeka or Manhattan once a year for both – June SNP rather than multiple offerings throughout the summer
- SNP and CACFP – October Best Time
- Prefer face-to-face
- Menu planning (may/June) – If in summer time of day doesn't matter
- Production Records –SFSP
- Training during school day – later in day
- June – Face-to-face training
- CACFP – Annual Training – Fall or Spring; Program Renewal – Late Spring, Changes to mgmt. plan, budget – June

6. Suggest topics for Quick Train Modules (5 minutes or less) that you would like to have available to train your staff.

- Professionalism/Customer Service
- Deescalating Stressful Situations
- Refreshers of existing training topics
- Should the videos be 10-15 minutes instead of 5 minutes?
- Point of Service – Daily meal counts (different videos for school compared to SFSP and CACFP)
- SFSP/CACFP – Creditable Meal
- Maintaining food safety temps
- Smart Snack Highlights

7. List trainings that are most beneficial for the following staff to attend:

- **New FS staff?** Jump Start, Food Safety, Customer Service, Menu – Reimbursable Meal
- **Seasoned FS Staff?** Recognizing Reimbursable Meal, Updates, refresher trainings on important topics, refresher food safety training, options for more in-depth training, Offer vs Serve
- **Directors?** Jumpstart and/or admin/financial mgmt/verification, how to manage people, financial management (food ordering)
- **Sponsors?** Menu trainings
- **Centers?** Simple menu trainings

8. The School Nutrition Association has changed the core hours required for Sanitation and Nutrition Training to 8 hours.

- **Should KSDE change Food Service Sanitation from 12 hours to 8?** Yes
- **Should Nutrition 101 be increased to an 8 hour class from 6?** Yes
- **Would you attend an 8 hour class in one day?** Yes and No

9. What enhancements/reports would you like to see added to the 5-Star Training System?

- List of trainings each person has attended
- 3 out of 5 people in group didn't know what 5-Star Is
- KSDE update and keep track
- Assign unique ID number to every individual in order to more easily look up trainings attended
- Combine FS Basics training with other trainings

10. What would be helpful for sponsors in regards to tracking training for Professional Standards?

- On-line tool with ID for individuals to track trainings you had taken and would keep up with information
- State/KSDE implemented tracking system
- Needs to be an integrated system, simplicity, information only in one place, KSDE should be accountable for those attending. The addition ability access by sponsor or district training
- KSDE update/keep track

Other comments:

Existing training seems to be least beneficial to home sponsors.

KN-CLAIM – Peggy McAdoo and Kelly Chanay demonstrated use of www.kn-eat.org and KN-CLAIM and the information available to sponsors. Received the following feedback:

- “Home” button doesn’t take schools anywhere....just blank white page. Either take back out to puzzle or to application screen
- Hassle to go in and out want everything in one screen
- Program renewal – have to toggle back and forth...would like everything in order
- Want “back” button
- CACFP – Would like schedule of when things are due – check list to see they are complete
- Status of where things are at in process
- Home Sponsors – Edit Check with licenses is frustrating (mother may I, have to wait on a KSDE person)
- Designating Users – Does not work consistently, passwords do not work for those that they designate
- Program agreement – Have ability to designate multiple users to enter in information – 1) User – Add/Edit Information Only and 2) Add/Edit Information AND submit claim capability (designated user)
- Put the 5-Star Training in the Green Puzzle Piece
- Combine the information for FS Basics and Other Trainings Attendance
- Sponsors would like access to reports we have access to for their specific site
- Provide each person with a unique ID in order to plug in and look up specific trainings they have taken
- Upload option for FFVP – (excel) – frustrating for schools with multiple sites
- Under Application Menu – Sponsor Summary – Claims Tab. Currently only shows Claim Amount for the sponsor. Would like this broken down by site – provide claim amount per site to help in identifying errors quicker.
- Reduce need for double entry
- Training System – Reports for specific classes, registrations, attendance, between certain time period that sponsors can also access as of day of training

Website Redesign Thoughts – Our www.kn-eat.org public website will be moving under the umbrella of www.ksde.org. CNW will do some restructuring of content as well. Support will be given by KSDE programmers. There will be some limitations on the new look: specific layouts, use of graphics and font colors and sizes. Suggestions from council members:

- If tabs/items are too close together it’s almost impossible to press with your finger when on mobile device
- Everyone wanted our main page to be a What, How, Why about the CNP.....people who need the website for additional information will click in further but others (administrators, parents etc) won’t.
- F2S – Put HACCP letters on F2S website not just on Food Safety Webpage (too hard to find this way)

Farm to School – Barb Depew provided information about the Farm to School (F2S) Program and available resources. Kansas specific information is available at www.kn-eat.org, Farm to School. Information available includes: F2S Month, KS Farmers, nutrition lessons, conferences available, grant opportunities, etc. USDA’s website is www.fns.usda.gov/farmtoschool/farm-school.

CACFP Meal Pattern & Menu Planning Resources – Diana Floyd updated the council members about When the new meal pattern comes out, there will be a 90-day comment period, then an interim rule and then the Final Rule. Currently offering classes to increase skill level of providers with Culinary Basics and Menu Makeover classes. CNW has developed a menu using Institute of Medicine (IOM) guidelines. Demonstrated Menu Planning Tool. Suggestions from council members:

- Any resources/tools are helpful.
- Shrink size of Healthier Kansas Menus (HKM) to home size.
- Use NFSMI & USDA resources.
- Find ways to encourage and change ways.
- Be positive about the changes.
- Start with small changes now (i.e. ½ white rice & ½ brown rice, change lettuce to dark greens).

Update on Progress of Ideas Generated by Advisory Council

- SFSP Menu Cycle for New Sponsors
- Fundraising Policy Approved by State Board of Education
- Kansas Model Wellness Policies Approved by State Board of Education
- Direct Certification Multiple Listings Reduced
- Number Directly Certified on Claim will no longer be required and emails will not be generated saying numbers do not match
- Expansion of Breakfast- Team Nutrition Objective/Partner with Midwest Dairy
- Additional Quick Train Modules are being developed
- Increased number of webinars in all programs
- Program Renewal Webinars
- CACFP Culinary Classes Scheduled for Fall
- Administrative Update Class Scheduled earlier
- ESL Classes for Foodservice Workers- ART II
- Train the Trainer Classes for Cadre Trainers
- 2 new Chef Taught Lab Classes
- CNW Calendar on website
- Summer Outreach- New Sponsors & Sites

Set Next Meeting Date & Adjourn

- Composition of the council was discussed. Consider adding a superintendent/principal. Current members felt they have a good base knowledge of CNW programs. Discussion of a rotation schedule will be considered at next meeting.
 - Suggestions for topics to learn about: Reauthorization, CACFP Meal Pattern, SFSP, Community Eligibility, Professional Standards, Smart Snacks and Wellness Policy.
 - Next meeting will be in the fall – early November. Cheryl will email meeting date options.
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