Welcome & Attendance: Kathy Barrett, Tara Cox, Corina Cox, Nancy Coughenour, Judy Friesen, Stan Vallis, Emily Wildhaber, Robyn Stuewe, Jennifer Church, Cara Ellerman, Terri Jo Markham, Adam Inman, Wanda Williams, David Paul, Rebekah Gaston, Jessica Younker, and Brook Brubeck. KSDE CNW attendees: Cheryl Johnson, Kelly Chanay, Mark Thompson, Cindy Johnson, Barb Depew, Diana Floyd, Jill Ladd, Julie Henry and Pam Rosebaugh.

Introductions and thoughts for program simplification and/or paperwork reduction
- Information around whole grains and yogurt. One page handout for new staff.
- 5 day reconciliation
- Packets that are easier to bind.
- Whole grain desserts that can be used for snacks.
- Auditors looking at one program year only.
- Buy American equipment.
- Completing the application for CACFP sponsorship was daunting especially since already on a CNP.
- An updated Crediting food book.
- Like only submitting “Schedule A” in October.
- Difficulties with getting Infant offer form complete.
- On-Site Accountability seems redundant.
- Adam Inman – Retouch on HACCP requirements. Do they have value? Part of job, use for performance evaluations to document job completion, really keeps kids safe.
- Enrollment documents sound like they need to complete the meal modifications. Wondered if a checkbox reminder to complete the Meal Modification form could be added to the enrollment form.
- CACFP renewal application. More alignment for renewal process for all programs.
- Get a better understanding of NDL and needing birth dates of board president.
- AR paperwork is overwhelming.
- Why is there an additional form for infants?
- Provide more exposure to supporting partners through use of links in current sharing of information to sponsors.

Tag line and CNW Logo & Branding – Cheryl Johnson
Cheryl displayed an image CNW is thinking of using as CNW Logo. Members provided initial thoughts.
- Hard to read S’s in Wellness.
- What is person doing? Reaching for something?
KN-CLAIM – Jill Ladd
Jill provided a review of ART II Grant - project goals, accomplishments and performance measures.

- **Feedback**
  - Easy to navigate
  - Don’t have to go back to top and like side bar navigation.
  - Easier to find providers
  - Not getting as many errors
  - Program renewals – would like to be able to upload more than 1 form for a specific upload.
  - Terminate a provider. Make sure to remove tiering information is an extra step.
  - 92% of Advisory Council members find the updated KN-CLAIM to be easier to use and navigate as compared to the original KN-CLAIM system.

- **Enhancements**
  Julie provided a list of enhancements to be made to KN-CLAIM and the process that will be followed to make those enhancements. Julie wants to know any additional changes sponsors would like to see.
  - Would like to clean up provider list. Maybe move to a different section when no longer a provider.

**New TIG (Technology and Innovation) Grant**
Julie reviewed Project goals and solutions that include SD process, procurement review, auditing, CACFP/SFSP Administrative review module, and architecture improvements to KN-CLAIM.

**ART II Grant**
CNW is thinking of applying for an ART II Grant. These projects can only be for SNP. Let Cheryl know if you think of any ideas you want considered for incorporation into the grant.

**Professional Development Discussion – Cindy Johnson**
- Spring Break Baking Book Camp – a 2-day training during spring break at Garden City and Topeka.
- Child Nutrition Management Academy – 4 locations (2 locations during 2 weeks in July)
- KN-TECH training on MS Word, Power Point and Excel – 3 events during April, June and August to coincide with program renewal. A CNW consultant will be available at each location to provide TA.
- Professional Development Training will be provided free of charge at sponsor locations for their staff during PY 2018.

**Farm to Plate**
Proposal is to form a Farm to Plate Advisory Council and have a meeting in January and a F2P Summit in Spring 2018 and then mini-summits. Who needs to be included on the council? Commodity partners, sponsor representation from all CNPs, KDA, KDHE, farmer's markets, Appleseed, farmers, Farm Bureau, extension, master gardener, school FFA’s programs.
- Communication about donation of product.
- Nutrition Education
- Supports our state
- Normally tastes better
- Increases participation
- Parents don’t want kids eating processed foods
- Connect farms with SFSP and CACFP program since quantities for these programs are more manageable and timely than that for SNP.
Brainstorming & Work Groups

Food Safety Questions
- Ill food workers - especially CACFP
- KDHE CCL
- Flowchart Handout
- KDHE EPI

Increasing Access to SFSP & At-Risk Afterschool Meals
- Social Media – text to find sites
- CHAMPS Grant – City of Wichita & Public Transportation
- Transportation issues – Getting kids to site
- Social shaming in small communities, need to market/advertise in a way that decreases stigma
- Money to pay for transportation
  1. District Van
  2. FS Employee driver
  3. PTO pays for gas or another organization.
- Challenge: Staffing sites (use of volunteers?)
- Challenge: Increase in sponsors, decrease in district participation
- Request from school sponsor for help in working with community leaders to overcome differences in philosophy regarding summer meals.

SFSP Training
- Same info year after year - Do not take away F2F!
- More networking opportunities
- Separate training for schools and non-schools
- Online portion – do before F2F
  - Pre-assessment to determine area(s) to focus on (tailored training)
- 2 hours is adequate, but no more!
- More examples
- Break up all the information, clarification on monitoring requirements—possibly doing more than needed.

2018 CNW Goals
- Paperwork reduction > Streamlining between CNPs
  - Infant Offer Form
  - 5 Day reconciliation
  - CACFP Uploads on checklist tab are cumbersome/worse than SNP renewal
- Enhancements:
  - Afterschool Snacks: Have to enter F/R/P & enrollment. Can KN-CLAIM Populate?
  - When updating site application (for example) the Sponsor has to email CNC to let them know so CNC can go in and approve. Can system send notice to CNC?
  - Develop one-pagers
  - Staffing issues at district level
  - KN-CLAIM> Track individual training – Kansas Certificate in Child Nutrition Management. (tell what is missing to get certificate)
    - This would drive more people to get certificate
  - How does it work when employee is terminated in food safety training?
    - Currently inactivate—Should/When, can I delete from system? Is this archived? (USD 512 has a massive “inactive” list)
  - Focus on infant training
  - F2Plate – Promotional campaign at community level
  - Evaluate Impact & Reception of new meal pattern
  - SNP: Being able to use medicare numbers and census data (like Direct Cert)
  - Make the household economic survey go away. It is holding back districts from doing CEP; scared they will lose funding.
CACFP Meal Pattern & Pre-K Resources/Training
- Best Practices with new meal pattern – 1 pager
- Providers Choice out of Minnesota
  - Check this out and get links
- Acdkids.org—resource
- Simple—one-page resources
- Meal Modification Training
  - Special Diets
- Training/Guidance on implementing CACFP support in school districts
- More whole grain ideas, including snacks.
- Receipts from Farmer’s Markets?
- Whole Grains Handout – one page info sheet.
- More standardized recipes around meal pattern, ESPECIALLY whole grain.
  - Updated menu cycles with new meal pattern
- How/where to express concerns/questions about new meal pattern/regulations.
- Link CACFP Home Sponsors to Advocacy CPS

Meal Modifications Questions & Resources
- Are the forms changing?
- How can we modify for cultural preference without seeming insensitive?
- Should/could we have a separate form for cultural preferences?
- “Modifications Made Easy” class to help
- Sponsor of modifications
  - Accommodations vs Modifications
- 504 coordinator does not want to be part of team approach
- Team approach IS good

Professional Development (PD) Priorities in 2018
- Farm to Plate—handling program/cost/okay but needs to be financially reasonable.
  - Packaged CACFP materials to provide own PD for home provider—similar to Whole Grain Train
  - Include local purchasing home gardens
  - Preserving foods (blanching/freezing)
    - K-State Extension resources
- Continue with SNA-KS workshops! PD access will excite local chapter interest
- In-services DO meet local timing needs
  - Love the idea of on-site availability!
- Cadre instructors provide a voice other than the on-site director.
- More CACFP targeted classes during CNMA (especially procurement)
- Offer Materials in a Train-the-Trainer format to allow on-site training from director
- FLSA: Online training off the clock? When training is required, staff must be paid to participate, no matter what format the training is offered (online, face-to-face, etc.)
- Train-the-Trainer: How to provide PD to sponsor personnel & home providers
- Welcome kit with PD resources (using what KSDE has and put into a package) and put process steps in one binder/session.

Farm to Plate: Marketing/PR one page info for parents and media on importance of fresh local products in CNP (why/philosophy/mission statement).
Farm to Plate

- Vendors buy-in for large schools
- Commodity Groups
- Need a way to access the vendor
- Costs—purchasing and preparing *
- USDA coordinate market to schools (producer barrier?)
- Food Hubs for commodity groups/processing plants
- Define state needs (quantities)
- Supply year round
- One-pager: SFSP purchasing/guidelines for donations
- Producer support
- Cost—usually higher.
- Skills-Prep
- Map of Kansas grown
- Farmer’s Market/Vendor Workshop
- Producer incentive to grow quantities to school
- Season extension
- Gleaning program
- KSU support? (Nancy Larson)
- Overwhelming—how to start
- Advisory Council—producers (Auburn-Washburn) and meat processors
- Success Stories—(KDA grant (past) follow-up)
- Careers area
- Beef to School
- Jennifer-speaker-idea for summit crossroads resource
- Food Policy Councils
- School Gardens
- Community Gardens—where would excess go?
- Culinary program
- Hoop house funding
- Elliot (Demam)—author/vendor
- Hashtag for Farmers Market

Program Updates & Hot Topics

- Farm to School Grant – Cheryl Johnson
- Healthy Kansas Schools Initiatives – Mark Thompson
- Summer Food Service Program & At-Risk Afterschool Meals – Kelly Chanay and Rebekah Gaston
- Industry Training – Cheryl Johnson
  - Do we have need to continue the annual industry training? Buy American, a couple hour training with a Q&A session.
- Wellness Policy Update – Cheryl Johnson
  - Wellness Impact Tool about ready
  - Wellness Model Guidelines approved by board
- Team Up for Success – SFSP & CACFP (Connecting new sponsors to returning) sponsors.
  - SFSP Team Up will be held February 21, 2018, Getting the word out and getting kids to sites, & budgeting.
  - CACFP Team Up will be held November 15, 2017. Center for Food Safety will present, 8 community partners with resources will be available and USDA will have representation. New Meal Pattern and Food Safety will be the topics.
- Best Practice Awards – Cheryl Johnson
- Terminology & Acronyms for CNPs – Key Links Button
Wrap-Up & Adjourn

- Meeting Dates 2018
  - April 6 or 13, 2018
  - November 2018
- Certificates of Appreciation to Advisory Council Members
- Expense Forms
- Thank you