

Food Service Policy and Procedures H66.00 & H66.01  
 Adopted Sept. 1, 2004  
 Report prepared by Anita Finch, Director, Nutrition Services

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
<b>Meal Times</b>				
<u>Recommended</u>  Time of Day Suggested: 11:00 a.m.–1:00 p.m.		X		<u><b>2005-6 School Year</b></u> <ul style="list-style-type: none"> <li>• <i>Principals informed of recommendation by Ed Directors</i></li> <li>• Fully implemented at Elementary</li> <li>• Partially implemented at Middle School (2 @ 10:25; 2 @ 10:30; 1 @ 10:40; 1 @ 10:45; 1 @ 10:50; 2 @ 10:55; 4 fully implemented)</li> <li>• Partially implemented at High School (1 @ 10:25; 1 @ 10:45; 2 @ 10:55; 7 fully implemented)</li> </ul> <u><b>2006-7 School Year <sup>**</sup>(updated 11-21-06)</b></u> <ul style="list-style-type: none"> <li>• Fully implemented at Elementary</li> <li>• Partially implemented at Middle School (2 @ 10:35; 2 @ 10:40; 1 @ 10:45; 1 @ 10:50; 2 @ 10:55; 2 fully implemented)</li> <li>• Partially implemented at High School (1 @ 10:30; 1 @ 10:40 for 2 meal days/week, 1 @ 10:45; 1 @ 10:55; 6 fully implemented)</li> </ul>
<u>Recommended</u> No scheduled activities without allowing for eating during the activity				<ul style="list-style-type: none"> <li>• <i>Principals informed of recommendation by Ed Directors</i></li> <li>• No information on implementation</li> </ul>
<u>Required</u>  <b>Meal Duration (10 minutes eating time for Breakfast; 20 minutes eating time for lunch)</b>		X		<u><b>2005-6 School Year</b></u> <ul style="list-style-type: none"> <li>• Elementary – 4 schools have less than a 20 minute lunch period scheduled. All others comply.</li> <li>• MS Breakfast average time ~30 minutes Lunch ~30 minutes</li> <li>• HS Breakfast average time ~30 minutes Lunch time ~35 minutes</li> </ul>

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
				<p><b><u>2006-7 School Year</u></b></p> <ul style="list-style-type: none"> <li>• Elementary – a minimum of 5 schools have less than a 20 minute lunch period scheduled (<i>22 schools not reporting as of 11-2-06</i>).</li> <li>• MS Breakfast average time ~25 minutes;</li> <li>• MS Lunch average time ~30 minutes</li> <li>• HS Breakfast average time ~20 minutes (7 schools report a <u>second</u> Breakfast Break for 10-15 min., start time varies by school)</li> <li>• HS Lunch average time ~35 minutes</li> </ul>
<p><u>Recommended</u></p> <p>Recess before lunch</p>		X		<p><b><u>2005-6 School Year</u></b></p> <ul style="list-style-type: none"> <li>• Greenwood Elementary, implemented</li> <li>• New School, implemented</li> <li>• TT Minor (grades 3,4,&amp;5 implemented)</li> <li>• Cooper (upper grades implemented)</li> </ul> <p><b><u>2006-7 School Year</u></b> (23 schools not reporting as of 11-2-06)</p> <ul style="list-style-type: none"> <li>• Beacon Hill Elementary – implemented</li> <li>• Emerson Elementary – implemented</li> <li>• High Point Elementary – implemented</li> <li>• Graham Hill Elementary – grades 1, 2, 3, 4, &amp; 5</li> <li>• Whittier Elementary – grades K,1, &amp; 2</li> <li>• Greenlake Elementary – grades 3, 4 &amp; 5</li> <li>• Olympic Hills Elementary – grades 3, 4 &amp; 5</li> <li>• Lowell Elementary – grades 4 &amp; 5</li> <li>• Greenwood Elementary – grades 4 &amp; 5</li> <li>• Laurelhurst Elementary – K only</li> <li>• New School Elementary – K only</li> <li>• TT Minor - grades 3,4,&amp; 5</li> <li>• Cooper Elementary – grades 3, 4 &amp; 5</li> </ul>
<p><b><u>Required</u></b></p> <p><b>Bus schedule allows for breakfast</b></p>			X	<ul style="list-style-type: none"> <li>• Buses are scheduled to arrive 15 – 20 minutes before start of school</li> </ul> <p>Nutrition Services staff are directed to serve students arriving on late buses in cooperation with school procedures</p>

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
<b>Pricing</b>				
<u>Required</u>  <b>Meal prices reviewed and adjusted</b>			X	<u>2005-6 School Year</u> <ul style="list-style-type: none"> <li>• Increased meal prices went into effect school year 2005-2006. (Last increase 2000-2001 of 10 cents for breakfast negatively impacted participation by 3.8% and 25 cents increase for lunch negatively impacted participation by 2.6%)</li> <li>• Monthly reports regarding participation will be compared to last year to track the effects of the price increase on student participation</li> <li>• Food expenditure is ~35% of revenue and labor is ~57% of revenue with 8% overhead (OSPI, 1800 Report, 2003-2004)</li> <li>• Deli/Catering food and labor expenses are tracked monthly to determine costs of operation. Adjustments are made immediately to reflect direct costs of operation</li> </ul> <u>2006-7 School Year</u> <ul style="list-style-type: none"> <li>• Food expenditure is ~38% of revenue and labor is ~57% of revenue with 5% overhead</li> <li>• Implemented Reduced eat Breakfast for Free, utilizing appropriations from WA State Legislature</li> <li>• Implemented Reduced eat Lunch for Free, absorbing cost of 40 cent co-pay into department budget.</li> </ul>
<u>Recommended</u>  Revenue generation should not take precedence over nutritional needs			X	<ul style="list-style-type: none"> <li>• Meeting USDA Government Guidelines. The federally required <b>Coordinated Review Effort and the School Meals Initiative Review</b> was completed in Feb. 2005 by OSPI and found no corrections need to be made for USDA nutritional requirements of meals</li> </ul> <u>2006-7 School Year</u> <ul style="list-style-type: none"> <li>• Menu Subcommittee of Nutrition Advisory Cmt. to provide input to Nutrition Services on developing a plan to not only meet the USDA requirements but exceed the nutritional requirements</li> </ul>
<u>Required</u> <b>Universal Free Breakfast in schools with 80% free/reduced meal eligibility status</b>			X	<u>2005-6 School Year</u> <ul style="list-style-type: none"> <li>• 10 schools (Secondary BOC, High Point, Bailey Gatzert, Concord, AAA, TT Minor, Thurgood Marshall, Brighton, Whitworth, &amp; Emerson) qualify at the 80% level</li> </ul>

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
				<p><b><u>2006-7 School Year</u></b></p> <ul style="list-style-type: none"> <li>12 schools (AAA, Bailey Gatzert, Secondary BOC, Concord, Dunlap, Emerson, High Point, Northgate, Thurgood Marshall, TT Minor, Van Asselt &amp; Whitworth) qualify at the 80% level</li> </ul>
<b>Meal Content</b>				
<p><b><u>Required</u></b></p> <p><b>Meets USDA guidelines</b></p>			X	<ul style="list-style-type: none"> <li>Nutritional analysis is conducted on the elementary menu each month and posted on the District Web site. K-8 menus are additionally analyzed, with menu adjustments made to account for needed increases in calories and other nutrients.</li> <li>Middle and High School menus fall under traditional menu planning methods.</li> <li>OSPI School Meals Initiative Review conducted in Feb. 2005 shows we have no corrections to be made in meeting the Dietary Guidelines and Recommended Dietary Allowance as required by USDA.</li> <li>We were one of two districts in the State recognized for this achievement by OSPI Nutrition Services</li> </ul> <p><b><u>2006-7 School Year</u></b></p> <ul style="list-style-type: none"> <li>Nutritional and allergen information for common Breakfast foods served in all grade levels posted on District website.</li> </ul>
<p><b><u>Recommended</u></b></p> <p>Fresh, local</p>		X		<ul style="list-style-type: none"> <li>Students are offered minimum of 3 fresh vegetables + fresh salad + fresh fruit every day.</li> <li>Washington produce is being purchased when available.</li> <li>Implementation of this recommendation will add costs to CNS budget</li> </ul> <p><b><u>2005-6 School Year</u></b></p> <ul style="list-style-type: none"> <li>Piloted three farm to cafeteria programs (Orca, Lawton &amp; TT Minor). Programs were short lived due to volunteer needs to manage the program.</li> <li>TT Minor Elementary continues as USDA Fresh Fruit &amp; Vegetable grant recipient.</li> </ul>
<p><b><u>Recommended</u></b></p> <p>Certified Organic</p>		X		<ul style="list-style-type: none"> <li>Purchasing products when feasible and cost effective.</li> <li>Had initiated discussions with Ducks Produce, Full Circle Farms, Pioneer Farm, Growing in Washington, Abby Little</li> </ul>

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
				<ul style="list-style-type: none"> <li>• <b><u>2005-6 School Year</u></b></li> <li>• Plans developed on 2 separate occasions for Full Circle Farms to providing salad mix and baby carrots to secondary schools and 3 “farm to cafeteria” schools. Farm unable to deliver.</li> <li>• Implementation of this recommendation will add costs to CNS budget</li> </ul>
<u>Recommended</u>  Unprocessed		X		<ul style="list-style-type: none"> <li>• Purchasing whole grains and bread products, (brown rice, whole wheat bread, and multigrain buns) offering more fresh fruits and vegetables (minimum 4/day) ; commodity products offered raw are processed under Nutrition Services specifications (raw ground beef made into sausage patties, beef patties, eggs made into scrambled eggs); purchased products meet bid specifications for nutrients (entrée items, condiments, etc)</li> <li>• Will work with Nutrition Advisory Committee to identify processed products on menu to modify specification or eliminate from bid</li> <li>• Implementation of this recommendation will add costs to CNS budget</li> </ul>
<u>Recommended</u> Non-GMO	X			<ul style="list-style-type: none"> <li>• There are no current labeling requirements to reflect genetically modified items</li> <li>• Implementation of this recommendation will add costs to CNS budget</li> </ul>
<u>Recommended</u>  Non-irradiated			X	<ul style="list-style-type: none"> <li>• We do not knowingly purchase irradiated products</li> <li>• USDA commodities are offered both irradiated and non-irradiated and we specify only non-irradiated</li> <li>• Implementation of this recommendation will add costs to CNS budget</li> </ul>
<u>Recommended</u>  No additives, preservatives	X			<ul style="list-style-type: none"> <li>• It is the policy of Nutrition Services not to purchase any foods with artificial sweeteners</li> <li>• Using the generic term of additives and preservatives the policy is not implemented as almost all foods contain additives and preservatives. Additives can serve an important health and nutrition need such as adding iron to bread products; calcium to juice; vitamins and minerals to cereals; Vitamin D to milk.</li> </ul>

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
				<ul style="list-style-type: none"> <li>Will assign Nutrition Advisory Committee to review and establish a plan for identifying those additives and preservatives that can be eliminated</li> <li>Implementation of this recommendation will add costs to CNS budget</li> </ul>
<u>Recommended</u>  Low fat, saturated fat, trans fatty acids		X		<ul style="list-style-type: none"> <li>Menus are meeting the requirements for fat and saturated fat as defined by USDA. Currently, students and families can view nutritional analysis on District Web site</li> <li>New food purchases are being bid to contain no trans fatty acids (TFA) (example: Shrimp Poppers are 28% calories from fat, no saturated fat and contain no TFA; purchased chicken nuggets have no TFA)</li> <li>All food items offered are being reviewed for TFA and will be replaced when feasible and cost effective</li> </ul>
<u>Recommended</u>  Low Sugar			X	<ul style="list-style-type: none"> <li>Food item labels and list of ingredients will be available on district web site...information posting delayed due to product changes as an effect of Seattle joining the Joint Puget Sound Buying Contract.</li> <li>All cereal products are 10 grams or less of sugar</li> <li>All high sugar desserts have been removed from the menu</li> <li>Desserts currently on the menu are fruits and pudding or reduced in fat (using applesauce, oils, etc.).</li> </ul>
<u>Recommended</u>  Low sodium		X		<ul style="list-style-type: none"> <li>Products are reviewed for sodium and low sodium products are purchased when available</li> <li>Food label for food products listing sodium will be available on web site.</li> </ul>
<u>Required</u>  <b>Meet Special Dietary Needs</b>			X	<ul style="list-style-type: none"> <li>Meals or food items are provided to those students with special dietary needs as prescribed by a recognized physician.</li> <li>Two dietitians on staff work with nursing staff, parents and students.</li> </ul> <p><b><u>2006-7 School Year</u></b></p> <ul style="list-style-type: none"> <li>Diet Prescription form updated to improve information communication.</li> </ul>
<u>Recommended</u>  Vegan, Vegetarian			X	<ul style="list-style-type: none"> <li>Offer daily at all school locations</li> <li>Additional training for staff has been scheduled (9-27-05)</li> </ul>

<b>Procedure</b>	<b>Not Yet Implemented</b>	<b>Partially Implemented</b>	<b>Fully Implemented</b>	<b>Notes</b>
				<u><b>2006-7 School Year</b></u> <ul style="list-style-type: none"> <li>• “B” menu item designed to be a Non-Meat offering</li> </ul>
<u>Recommended</u>  Protein Alternatives, soy products			X	<ul style="list-style-type: none"> <li>• Products are available on the lunch menu and for a la carte</li> </ul> <u><b>2006-7 School Year</b></u> “B” menu item designed to be a Non-Meat offering
<u>Recommended</u>  Non-dairy alternatives, soy or rice			X	<ul style="list-style-type: none"> <li>• 8 oz cartons of soy milk available for a la carte purchases</li> </ul>
<u>Recommended</u>  School Staff encouraged to eat with students			X	<ul style="list-style-type: none"> <li>• Minimally priced meals from the menu are provided for teachers and staff to encourage participation in the meals programs</li> <li>• Special grab and go salads are available daily at all site locations</li> </ul>
<u>Required</u>  <b>Parents are welcome and encouraged to eat with students</b>			X	<ul style="list-style-type: none"> <li>• All communication with parents from Nutrition Services invites parents and the community to participate in school meals</li> <li>• Schools have BBQs and other functions where parents are invited</li> <li>• Some schools have grandparents day</li> </ul>
<u>Required</u>  <b>After-school snacks meet USDA requirements</b>			X	<ul style="list-style-type: none"> <li>• Two or more food items are offered for meeting USDA requirements.</li> <li>• USDA required accountability forms are in place</li> </ul>
<u>Recommended</u>  All eligible schools have after-school snacks			X	<u><b>2005-6 School Year</b></u> <ul style="list-style-type: none"> <li>• Communication from Nutrition Services was sent to schools when program was implemented in 2003-2004</li> <li>• Current participation is 900 per day</li> <li>• All snacks are free to the school</li> </ul> <u><b>2006-7 School Year</b></u> <ul style="list-style-type: none"> <li>• Current participation is ~1200 per day</li> </ul>

Procedure	Not Yet Implemented	Partially Implemented	Fully Implemented	Notes
<u>Recommended</u>  Food Service trained for emergencies		X		<ul style="list-style-type: none"> <li>• Secondary managers have been trained in Emergency Preparedness</li> <li>• In-Service on Oct. 14, 2005, offering all staff training in Emergency Preparedness</li> <li>• Injury Prevention classes have been and will continue to be offered</li> <li>• Staff are provided information on when and where to get CPR training</li> </ul>
<u>Recommended</u>  Packaging minimized		X		<ul style="list-style-type: none"> <li>• Two remodeled schools were converted from pre-packs to bulk service for 2005-2006 (Maple, Wing Luke)</li> <li>• Facility, equipment, and labor requirements as well as student participation in meal programs determine when pre-pack meal service or items are provided</li> <li>• Pre-pack meal service schools will be reviewed and changed to bulk when feasible and cost effective</li> </ul> <p><b><u>2006-7 School Year</u></b></p> <ul style="list-style-type: none"> <li>• Two remodeled schools were converted from pre-packs to bulk service for 2006-2007 (Dearborn Park, Beacon Hill)</li> <li>• One prepack closed (MLK)</li> <li>• With the anticipated school closures or moves in the 2007-8 school year, we will move from a high of 26 original prepacks to 17.</li> </ul>