



Child Nutrition Services

June 2019

Executive Summary

CNS works diligently each day to feed a nutritious breakfast and lunch to the students of MuskoGee Public Schools.

We strive to provide:

- Trending foods that students will enjoy eating
- Nutritious foods that meet USDA requirements
- Quality customer service to our students, parents and staff

The Child Nutrition Department includes the following:

- Thirteen School Kitchens: 1 - High School, 1 - Middle School, 1 - Early Childhood Center, 9 - Elementary Sites and 1 - Alternative School. These schools serve breakfast and lunch to students daily.
- CNS Main Office: Administer food service programs, payroll, accounts payable and Summer Feeding.
- Warehouse: Accept and deliver groceries, UPS and Fed-Ex for the District.
- Catering Department: Preparation and service of specialty food items as catering requests are made.



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The goal of the Child Nutrition Department is to positively serve our customers(the students) delicious, nutritious meals on a daily basis. With the integration of Community Eligibility, all students can eat free of charge regardless of their economic situation. This takes the strain of paying for school meals off of the parent and allows students to eat two meals daily. Students that eat nutritious meals daily have improved attention spans, their brain power is increased and studies have shown that students that eat breakfast and lunch receive higher academic marks in school.

FY 2019 Meals Served:

<input type="checkbox"/> Students -	355,370 Breakfasts	714,691 Lunches
<input type="checkbox"/> Adults -	216 Breakfasts	3,501 Lunches
<input type="checkbox"/> Contract -	620 Breakfasts	921 Lunches
<input type="checkbox"/> Ala Carte -	\$56,207.93 Students	\$1,936.15 Adults

FY 2019 Staffing:

<input type="checkbox"/> Admin -	1
<input type="checkbox"/> Warehouse -	8
<input type="checkbox"/> Sites -	65



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Community Eligibility Program

The Community Eligibility Program provides all students with free breakfast and lunch

This program allows a district to feed all students free of charge for sites that qualify. The school food authority is reimbursed for the total number of meals served from the percentage of directly certified students from enrollment.

Each site, group of sites, or the entire school food authority must be 40 percent or more directly certified students. The school food authority participating must offer both breakfast and lunch. No applications can be collected or approved for meal benefits. Categorical meal counts are no longer maintained. However, the point of service meal counts are still required.

For each site, group of sites, or entire school food authorities participating, the total number of reimbursable meals served by type (breakfast and lunch) will be multiplied by the percentage of directly certified students times 1.6 factor. These meals will be paid at the free reimbursement rate. The remaining meals will be paid at the paid reimbursement rate. A point-of-service total meal count must be taken daily. If individual sites, groups of sites, or entire school food authorities reach 62.5 percent of directly certified students, all meals are paid at the free reimbursement rate.



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Summer Food Program

Providing free meals for children 18 and under during summer months

Schools may operate the summer food service program at one or more sites. These are actual locations where meals are served and children eat in a supervised setting. Eligible sites are those that serve children in low-income areas or specific groups of low-income children. Schools must provide documentation that their proposed sites meet the income-eligibility criteria required by law or use the census tract for documentation of eligibility.

Muskogee Schools utilizes the open site. This is where children 18 and under eat free in the community where at least 50 percent of the children are eligible for free or reduced-price school meals. These sites may be operating an accredited summer school program or a 21st Century Program. An open site may participate in the summer food service program without offering any type of educational or enrichment program.

Each open site must be supervised by a volunteer from the site or a food service worker. Sites will be visited throughout the program by a site monitor. This monitor will do a preoperational visit and one visit during the first four weeks of program operation. Muskogee Public Schools average 500 lunches and 200 breakfast per summer.



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Cooking Classes

Learning skills to help in day to day operations

In the 2017-2018 school year, CNS offered cooking classes with Chef Neda. The purpose of this eight week class was to have employees work directly with Chef Neda to practice skills required for integrating more scratch cooking techniques into the school kitchen. This class was designed to expose employees to practical techniques and knowledge that will be useful on a daily basis.

Each participant had to agree to an eight week class after hours and pay a fee of \$50 per person, which covered supplies. There was a pass/fail criteria that had such requirements as no more than three absences from class and pass a final cooking test. If the employee passed the course, they received a .50 cent raise.

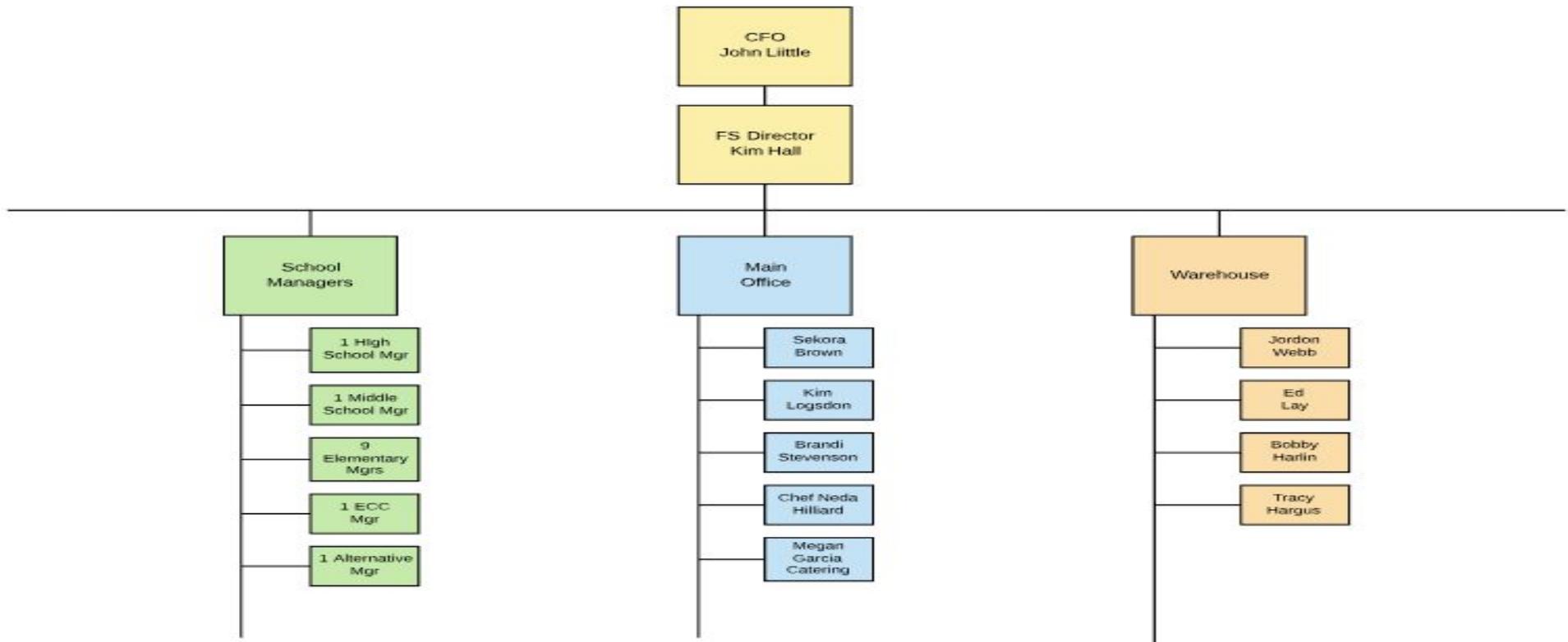
Over the course of the class, we had twenty-four employees complete the class and receive a pay raise.



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Personnel





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Staff and Structure



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Description

Staff and Structure

Division of Child Nutrition Services

Director Kim Hall

Department Secretary

Sekora Brown

Warehouse Purchasing/Receiving Officer

Kim Logsdon

Lead Warehouse

Jordon Webb

Ed Lay

Warehouse/Delivery

Bobby Harlin

Tracy Hargus

Chef/Culinary Trainer

Neda Hilliard

Nutrition Ed Coordinator

Brandi Stevenson

Catering Coordinator

Megan Garcia



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Description

Staff and Structure

The Child Nutrition Main Office is led by Kim Hall. This office is comprised of five employees.

- Sekora Brown, Department Secretary
- Kim Logsdon, Warehouse Purchasing/Receiving Officer
- Neda Hilliard, Chef/Culinary Trainer
- Brandi Stevenson, Nutrition Education Coordinator
- Megan Garcia, Catering Coordinator

The Child Nutrition Warehouse Team is led by Kim Logsdon, Warehouse Purchasing/Receiving Officer. Kim leads four staff members, consisting of the following:

- Bobby Harlin, School and US Mail Delivery
- Ed Lay, Lead Warehouse, Central Receiving
- Jordon Webb, Lead Warehouse, Food
- Tracy Hargus, Warehouse/Delivery

These are the key areas of our department, but we all work as as a team and fill where we are needed whether it be subbing in a kitchen or receiving/delivering groceries.



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Cost of the Program

The Nutrikids Point of Sale, Inventory and Menu Planning have all been paid for. There is an annual maintenance fee that is approximately \$8,700 per year.

We currently use I-Site Software to publish our menus on the MPS Web Page. This software is also paid for but the annual renewal cost is approximately \$1,095 per year.

Of the \$3.3 million dollar budget for CNS, estimated costs including food, disposable paper items, office supplies and repairs are \$1.74 million dollars. The rest of the budget expense is payroll estimated at \$1.55 million per year.



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Vision for the Future

Vision for Nutrikids

Continue to utilize the Nutrikids program for point of sale and inventory programs at all sites. Implement menu planning at all sites for more accurate ordering from the sites.

Nutrikids main purpose is to assist with accurate counting of all students that eat. It is also meant to keep an up-to-date inventory at all sites and the CNS Warehouse.



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Vision for the Future

Vision for I Site Software

Continue to publish school menus on the webpage so parents have access to the food being served to their child(ren) each day. This program also offers the parents a look at the nutrient content of each item listed on the menu.



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Vision for the Future

The vision for the future of Child Nutrition is to create healthier generations through the knowledge of healthy food choices. CNS wants to encourage children and families to make these choices for life. The best way for children to learn is through observation. A parent is the usually the first role model and who children shape their futures from. So it is important that not only children learn healthy lifestyles, the parents need to learn as well.

CNS is always striving to for perfection when serving our students, parents and faculty.