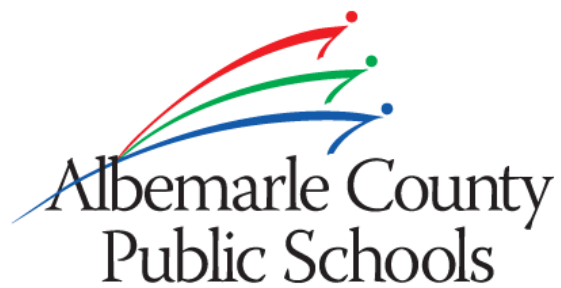


Child Nutrition Program



March, 2010

TABLE OF CONTENTS

Executive Summary	3
Goals.....	4
Program Overview	4
Accomplishments	6
Financial Status.....	9

EXECUTIVE SUMMARY

The Albemarle County Public Schools Child Nutrition Program (CNP) is pleased to provide the school board with this annual report. This report provides an overview of the CNP operations along with updates, accomplishments, and goals over the past year.

The CNP is a self-sustaining program committed to providing appealing and nutritious meals for customers in a cost efficient manner. Our goal is to ensure the nutritional and financial integrity of the program as well as accountability of cafeteria operations and to enhance the nutritional education of all students. As part of the National School Lunch Program, meals are prepared in 24 school cafeterias. The National School Breakfast Program is available in 21 schools with Baker Butler being the newest addition this school year. Catering and contract services are also provided as additional revenue sources.

The CNP processes over 2700 meal applications each year and has seen an increase in the percentage of students eligible for free and reduced meals. Meals are available at a reasonable price. Students pay \$1.30 for breakfast and just \$2.05 for lunch at the primary grade and \$2.30 at the secondary grade. A student eligible for reduced meals pays only \$.30 for breakfast and \$.40 for lunch.

The CNP is regulated by local, state and federal agencies. The local health department conducts inspections in each of our cafeterias at least twice a year. All cafeteria management staff and several food service associates maintain ServSafe Certification in food safety and sanitation. In addition to regular State and Federal reviews, the CNP performs self audits to verify compliance of cash register procedures, banking procedures, and overall quality of all cafeteria operations and performance.

Customer service as well as student and employee education and wellness are of specific focus for the CNP team. The CNP works in partnership with both school administration and the community in an effort to enhance nutritional education for students and to support a healthy school climate through promotions and activities. We are pleased to have incorporated several nutrition and wellness promotions and Farm-to-School initiatives into our program this school year. Greer Elementary School has been awarded the USDA Fresh Fruit and Vegetable Program (FFVP) this school year. Our menu includes a featured fruit or vegetable each month. Students are encouraged to try this item throughout the month. Parents, students and staff are able to read about their nutritional benefits and some recipes that are posted on our menu and web page.

Educational opportunity for professional growth and personal wellness are regularly incorporated into the program training sessions. The CNP team members have shown their interest and enthusiasm as active members of the School Nutrition Association (SNA) and have participated in several learning opportunities that support their professional growth and personal wellness.

GOALS

The CNP's overall goals are to ensure the nutritional and financial integrity of the program as well as accountability of cafeteria operations and to enhance the nutritional education of all students and staff. The CNP recognizes the importance of a team that is attentive to their personal wellness and professional development and works to incorporate this focus in training sessions. It is with ongoing assessment of the cafeteria operations in which plans are made to best serve our customers in a cost efficient manner to support a healthy school climate. With these goals in mind the Child Nutrition Team is focusing on customer service and feedback, as well as student and employee education and wellness.

PROGRAM OVERVIEW

Albemarle County Child Nutrition Program (CNP) is a self-sustaining program operating under the National School Meal Program with an operating budget of over 4.5 million dollars.

- As part of the National School Meal Program, the main service provided by the CNP is providing breakfast and lunch to County students and staff. The CNP is also a part of educating students and team members through promotions and programs on nutrition and wellness. The CNP also generates revenue through providing catering and contract services to the County and community.
- During 2008-09, the CNP served 237,473 student breakfasts and 1,213,206 student lunches. Our meal participation this school year on average is 10% for breakfast and 53% for lunch. Nutritious and well-balanced meals are prepared in 24 school cafeterias for all students, staff and visitors. Burley Middle School cafeteria prepares school meals to those students at Charter Middle School, Murray High School and Enterprise. Jouett Middle School prepares school meals for those students at Ivy Creek Prep School. The National School Breakfast Program is available in 21 schools with Baker Butler being the newest addition this school year.
- The CNP processes over 2700 meal applications each school year. Eligibility for free and reduced meals is based on the USDA Income Eligibility Guidelines which considers both household size and income scale (*Appendix I*). Presently, 25% of Albemarle County students are eligible for free or reduced meals, as compared to 23% this time last year. Meals are provided to students at a reasonable price. Students eligible for reduced meals pay only \$.30 for breakfast and \$.40 for lunch. A full paid student pays only \$1.30 for breakfast, \$2.05 for a primary grade lunch and \$2.30 for a secondary grade lunch.

- The CNP presently employs 123 full and part-time positions. This amounts to 85.5 FTE's. Two of our CNP employees are former work-study students. In partnership with CATEC and Albemarle County work-study program, our cafeterias offer an opportunity for these students to develop their food service skills and obtain work experience while offering a helping hand to our program. We are fortunate to have 7 students from these programs assigned to our cafeterias this school year.
- The CNP is regulated by local, state and federal agencies. Each cafeteria receives at least two food safety and sanitation inspections every school year by the Thomas Jefferson Area Health Department. A State Administrative Review is conducted each year to ensure and verify that our program is abiding by all state and federal regulations of the National School Meal Program. A Federal Administrative Review and a School Meal Initiative Review is conducted every 5 years, which in essence is a very large scale version of the State Administrative Review plus a nutritional analysis of our menu. The CNP also performs self-inspections and audits by conducting annual accountability reviews, periodic cash register and deposit audits, as well as a Five Star Quality and Performance Inspection at least twice a year. Five Star Quality and Performance Inspections are used in assessing individual cafeteria operations, quality of service, food safety and sanitation practices, record-keeping, customer service and marketing.
- The CNP continues to work in partnership with both school administration and the community in an effort to enhance nutrition education for students and to support a healthy school climate. Each school year, cafeterias provide promotions during National School Breakfast Week, National School Lunch Week, and National Nutrition Month. Individual cafeterias also provide additional promotions as they coordinate with the student groups and activities at their school. Over the past few years, our program has set nutritional standards that are above and beyond those set by federal and state entities. These standards are posted both in the school board student wellness policy as well as on the department's web page.
- Educational opportunities are provided regularly for our team members to foster growth in their skill and knowledge as well as to encourage interest in their personal wellness. All cafeteria management staff, as well as several food service associates, maintains a ServSafe Certification. This certification is awarded after completion of this food safety and sanitation course and receiving a passing score. Education and training is provided during each August at our all employee day meetings, regular manager meetings, Virginia School Nutrition annual workshops, School Nutrition Association (SNA) membership and conferences, SNA local chapter meetings and Albemarle County's learning catalogue courses. Frequent training topics include food preparation techniques, managing personnel skills, customer service, wellness and food safety.

ACCOMPLISHMENTS

The following are highlights of some of our recent accomplishments:

Student education and wellness

- This school year we offered baked sweet potato fries, and a vegetarian quesadilla made with beans and vegetables in the menu cycle. Based on student choices, they do not seem to be our most popular items, however we continue to incorporate them into our menu periodically and monitor selections.
- Promotions are a great way to connect nutrition education to students and add some fun to the lunchroom experience. Asian Festival, Shakespeare in the Café Day, Oktoberfest, National School Lunch Week, Farm to School Week and National Nutrition Month are just a few of the promotions our cafeterias have provided this school year. The CNP was pleased to be a part of the Healthy Start promotion that was organized by the PTO group at Cale Elementary School. The CNP nutritionist was one of several guest speakers during the “Healthy Start” assembly. Our focus was the importance of breakfast, well-balanced meals and the value of fruits and vegetables in ones diet. The CNP provided a fresh fruit for the students snack at the end of the assembly. During lunch that week students, parents and staff were able to taste test various fresh fruits and vegetables that were included in the lunch menu. Throughout this promotion, numbers showed no increase in breakfast participation, but did show a 34% increase in student selection of fresh (raw) fruits and vegetables at lunch.
- “All Star School Lunch- Eat Right Play Hard” was the theme for National School Lunch week. The CNP had a contest for the best promotion at their cafeteria. Many cafeterias had great ideas and incorporated nutrition and wellness within their promotion. The winner, Broadus Wood Elementary carried out their theme with Eat Right Play Hard. Decorations included posters of both male and female athletes. A contest encouraged students to conduct research in order to answer questions about healthy food and students who were able to correctly answer all the questions received a fruit snack at the end of the week. The school was involved in helping students make healthy choices and be active, which included a get going ‘dance’ in the morning and brain gym activities.
- The USDA Fresh Fruit and Vegetable Program (FFVP) grant was awarded to Greer Elementary School this year. This program provides funds to cover the cost of fresh fruits and vegetables to be provided to all Greer students during a snack time. The goal of this program is to provide a variety of fruits and vegetables to students and increase children’s fruit and vegetable consumption. These funds have allowed us to provide fruits and vegetables that typically would not fall within our budgeted food cost. An informational fact sheet is reviewed with students for each fruit and vegetable they are served. The CNP

has been able to purchase a large portion of these fresh fruit and vegetables from local farms. Through February 2010, 43% of dollars spent on produce for the FFVP was on local produce. The Local Food Hub has also provided colorful and interesting fact sheets for all of the produce they have provided (*Appendix II*).

- Farm-to-School initiatives have included purchasing local produce from The Local Food Hub, The Farm at Red Hill, and some local produce through Standard Produce and Cavalier Produce. Through February 2010, 2.5% of dollars spent to purchase produce for the school meal program was on local produce. During Virginia Farm-to-School week, in November, the Hollymead Elementary school cafeteria featured a week of local food items on their menu along with research activities (*Appendix III*). The cafeteria held a contest in which student's had to do research to identify various types of squash. The class with the most correct answers won pumpkin and squash muffins. Afterschool students assisted the cafeteria manger in preparing squash recipes. The school and cafeteria received some positive coverage of this promotion by the local television stations.
- Each month our menu has a featured fruit and vegetable. Parents, students and staff are able to read about the nutritional benefits of the featured item from the student menu and our website. So far, these students have enjoyed tomatoes, apples, melon, broccoli/ cauliflower, oranges and peppers.

Employee education and wellness

- Each year the department provides opportunities to educate and motivate employees in their personal wellness and foster a healthy and active lifestyle. Our 2009-10 kick-off meeting included a guest speaker, Leanne Knox from ACAC. The topic was personal wellness and encouraging participation in health screenings available through the County.
- We invited CNP team members to voluntarily participate in the County team for the American Heart Association Heart Walk, which was held October 2009. Thirteen of our CNP team members participated. In addition, the CNP team collected over \$400 to contribute to the cause. Several of our CNP team members are participating in the County's Medically Supervised Weight Loss Program and are very enthusiastic about changes toward a healthy lifestyle.
- Presently, seventy CNP team members are active members of the School Nutrition Association (SNA). This school year, Albemarle County CNP received a Life Star member award recognizing the large number of members from our program. The SNA offers a wealth of educational resources for members. Members receive a monthly School Nutrition Association magazine, an opportunity to attend the states annual conference with speakers on key topics concerning school nutrition pride and an opportunity to network with colleagues

from other school districts. The most rewarding is to see employees who are fueled with enthusiasm and pride for their important work. This school year CNP team members initiated their own local chapter of SNA, holding fifty members.

Customer service

- The importance of great customer service is another key area of focus for the CNP team. Our team meetings have specifically included guest speakers on the topic of customer service. During our 2009-10 year kick-off meeting, guest speaker Frank Squillace presented on the topic of customer service. Customer surveys are used to evaluate our service and areas that may need improvement. Student input through focus groups are also a great source of customer feedback.

FINANCIAL STATUS

- CNP receives USDA commodity food entitlement based on a rate of 20 cent per student lunch served. Albemarle County CNP covers delivery, storage and processing cost associated with commodity foods. Although commodity foods are not free, they do help control our food cost and are a great benefit to the school meal program.
- The CNP currently contributes \$75,000 to the school board operating budget.
- The CNP typically runs labor expense between 50 – 55 % and food/supplies at 35%.
- The CNP revenue typically runs 36% federal and state funds, 59% sales and 5% contract/catering.
- The VDOE School Lunch Program recommends a reserve of 3 months operational expenses. Presently, the fund reserve is just over 1/3 of that amount.

**USDA INCOME ELIGIBILITY GUIDELINES
HOUSEHOLD SIZE AND INCOME SCALE
(Effective July 1, 2009 to June 30, 2010)**

MAXIMUM HOUSEHOLD INCOME FOR FREE MEALS (130% Federal Poverty Guidelines)						
HOUSEHOLD SIZE	YEARLY	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	HOUSEHOLD SIZE
1	\$14,079	\$1,174	\$ 587	\$ 542	\$ 271	1
2	\$18,941	\$1,579	\$ 790	\$ 729	\$ 365	2
3	\$23,803	\$1,984	\$ 992	\$ 916	\$ 458	3
4	\$28,665	\$2,389	\$1,195	\$1,103	\$ 552	4
5	\$33,527	\$2,794	\$1,397	\$1,290	\$ 645	5
6	\$38,389	\$3,200	\$1,600	\$1,477	\$ 739	6
7	\$43,251	\$3,605	\$1,803	\$1,664	\$ 832	7
8	\$48,113	\$4,010	\$2,005	\$1,851	\$ 926	8
For Each Additional Family Member - ADD	+ \$4,862	+ \$406	+ \$203	+ \$187	+ \$94	For Each Additional Family Member - ADD
HOUSEHOLD INCOME RANGE FOR REDUCED PRICE MEALS (185% Federal Poverty Guidelines)						
HOUSEHOLD SIZE	YEARLY	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	HOUSEHOLD SIZE
1	\$14,079.01 - \$20,036	\$ 1,174.01 - \$1,670	\$ 587.01 - \$ 835	\$ 542.01 - \$ 771	\$ 271.01 - \$ 386	1
2	\$18,941.01 - \$26,955	\$1,579.01 - \$2,247	\$ 790.01 - \$1,124	\$ 729.01 - \$ 1,037	\$ 365.01 - \$ 519	2
3	\$23,803.01 - \$33,874	\$1,984.01 - \$2,823	\$ 992.01 - \$1,412	\$ 916.01 - \$1,303	\$ 458.01 - \$ 652	3
4	\$28,665.01 - \$40,793	\$2,389.01 - \$3,400	\$1,195.01 - \$1,700	\$ 1,103.01 - \$1,569	\$ 552.01 - \$ 785	4
5	\$33,527.01 - \$47,712	\$2,794.01 - \$3,976	\$1,397.01 - \$1,988	\$1,290.01 - \$1,836	\$ 645.01 - \$ 918	5
6	\$38,389.01 - \$54,631	\$3,200.01 - \$4,553	\$1,600.01 - \$2,277	\$1,477.01 - \$2,102	\$ 739.01 - \$ 1,051	6
7	\$43,251.01 - \$61,550	\$3,605.01 - \$5,130	\$1,803.01 - \$2,565	\$1,664.01 - \$2,368	\$ 832.01 - \$ 1,184	7
8	\$48,113.01 - \$68,469	\$4,010.01 - \$5,706	\$2,005.01 - \$2,853	\$1,851.01 - \$2,634	\$ 926.01 - \$1,317	8
For Each Additional Family Member - ADD	+ \$6,919	+ \$ 577	+ \$289	+ \$267	+ \$134	For Each Additional Family Member - ADD
CONVERSION FACTORS -	USE ONLY TO CONVERT MULTIPLE FREQUENCY INCOME ON THE SAME APPLICATION INTO YEARLY INCOME FOR ELIGIBILITY DETERMINATION: IF paid WEEKLY: Salary X 52 IF paid EVERY 2 WEEKS: Salary X 26 IF paid TWICE PER MONTH: Salary x 24 IF paid MONTHLY: Salary X 12					

LOCAL SUMMER SQUASH

Grown on the Local Food Hub Educational Farm in
Louisa County



Fun Facts about Summer Squash

- Summer squash originated in Guatemala and Mexico.
- Christopher Columbus brought summer squash back to Europe from the New World.
- This summer squash was grown on a new educational farm in Louisa County where community members can attend workshops to learn to grow all sorts of foods.
- Summer squash comes in many shapes, sizes and colors. It grows very well here in Virginia and each squash plant produces LOTS of pounds of squashes.
- "Summer squashes" are squashes that are harvested when they are young while their rind is still tender, so the skin can be eaten.
- Summer squash is high in vitamins and minerals, specifically vitamin c & a, calcium and fiber.
- Summer squash can be eaten raw or cooked.

Local Food Hub is a non-profit organization working with small family farms in our region. We aim to increase the amount of fresh, locally grown food available to our community.

www.localfoodhub.org





Summer Squash can be enjoyed in a variety of ways:

- Simply slice and dip in your favorite veggie dip
- Toss with olive oil, salt and pepper and grill
- Slice squash, onions, sweet peppers and sauté in a frying pan with butter or olive oil for a great side dish with dinner.
- Slice and layer with potatoes, onions and cheese. Bake in the oven for a "summer squash frittata".
- Make Summer Squash Soup.

Summer Squash Chips with Cheese

- Summer squash
- 1 cup flour seasoned with salt & pepper
- 1.5 cups grapeseed or vegetable oil
- 4 oz. grated parmesan cheese



Cut squash into very thin round slices. Dip in water then toss in a ziplock bag with seasoned flour. Have an adult help you add coated slices to enough hot oil to cover. Fry until golden brown. Take chips out of oil and put on paper towels. Sprinkle with cheese. Enjoy warm chips!

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HOLLYMEAD ELEMENTARY SCHOOL IS CELEBRATING FARM TO SCHOOL WEEK

November 9-13, 2009

We have incorporated a variety of locally grown items into the school lunch throughout the week.

- Fresh apples, greens, radishes, tomatoes, broccoli and cauliflower will be part of the fresh fruit and vegetable choices throughout the week.
- Multicolor radishes, called Easter egg radishes, will be added to salads.
- Quick baked potato will be served on Monday.
- Homemade Butternut squash soup will be served on Wednesday.
- Hard-cooked eggs will be available for sale as a snack throughout the week and also included in the chef salad on Friday.
- Spaghetti sauce meat and soft tacos will be made using local beef.
- A variety a squash will be offered throughout the week. What a great way to try something new!
- Local Farmers will be a guest speaker in our Kindergarten and first grade classes.
- Taste samples of fruits and vegetables will be available throughout the week.
- Each morning a 'mystery' fruit or vegetable will be revealed along with some clues. Students will be encouraged to do their research and submit their guess to the cafeteria.

Afterschool students will assist the cafeteria manager in preparing some local items for the week and learn some kitchen skills at the same time.

Our cafeteria manager, Deb Murphy, and her team have worked hard to add these great tasty items to the menu. As always, we welcome you to come join your child for lunch during this week.

Participating Farms

Apples—Henley's Orchard
Eggs—Black Eagle Farm
Cabbage—Critzler Family Farm
Radishes—LFH Educational Farm
Spaghetti Squash—Woodridge Farm
Mixed Winter Squash—Critzler Family Farm and Woodridge Farm
Onions—Meadow Run Gardens
Potatoes—Hammill Farm and Critzler Family Farm
Broccoli—Double H Farm
Carrots—Meadow Run Gardens