



Top Ten To-Do's – Today and through the Summer

NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION

Done	To-Do	Delegated to:
	<p>10. Take a walk through the school building in search of non-Smart Snack marketing & advertisement on school campus, i.e. vending machine graphics, sports score boards, school store price list, bulletin boards. If non-Smart Snack compliant items are seen, alert administration to get them changed over the summer.</p>	
	<p>9. Look through all your Production Record books Lunch, breakfast, snack, Fresh Fruit & Vegetable program Pay particular attention to the meal pattern pages in each Note any of the tracking pages besides production information to ensure they are filled out on time next school year. Mark those pages to use for staff training.</p>	
	<p>8. Training Schedule for next year for all involved in the meal program Civil Rights (mandatory every year) Food Safety Offer vs Serve Meal Charge Policy</p>	
	<p>7. Start a new year Professional training log for you and staff Make copies of the one in the front of your production book or build your own, add names of each staff and the target number of hours for the year Annual training from July 1 year to June 30 the next.</p>	
	<p>6. Check your POS – finish up any year-end roll over; then is it ready to capture free, reduced and paid student meals next year; is overt identification of eligibility prevented; is meal and a la caret pricing correct, what training is needed for cashiers at the beginning of next year</p>	
	<p>5. Check wording for Nondiscrimination statements on: -Website where meal program information is -Household letters for F/R -Other communication with households, newsletters -Check that the “And Justice for all poster is hanging”</p>	
	<p>4. Organize a local wellness policy meeting to assess and update the goals of the school district’s wellness policy. You many not be the chair of this committee but most school food service are involved in the development so consider asking for a meeting to be set up. Write down all the accomplishments of the food service in the past few years – celebrations, nutrition education, challenges met. These will be used to assess past goals. Consider goals that you have for foodservice in the coming years – implement ND Harvest of the Month cafeteria nutrition education, increase or maintain breakfast participation with breakfast in the classroom or second chance breakfast, meet or surpass menu nutrition requirements.</p>	
	<p>3. Build a cycle menu</p>	

	<ul style="list-style-type: none"> -vegetable subgroups, fruits, proteins - Use your SY23 School Calendar to overlay the cycle menu on it to see where holidays, teacher workshops and other non-student days will fall -Outline the celebrations that you normally plan for the year – Pride of Dakota day (3rd Thursday of September) Apple Crunch/National School Lunch week in October, Turkey & Stuffing the day before Thanksgiving break, School Breakfast week in March and Lunch SuperHeros the first Friday of May 	
	<p>2. Cost out your menu.</p> <p>This will be more important then ever with increasing cost of everything this year. Calculate components in recipes, use the Food Buying Guide to know what component(s) a recipe credits to. Know the per serving cost of all your condiments, commercially prepared items. Add in supplies: disposable trays -\$.15 for each meal served; disposable cutlery - \$.13 for each set. It all adds up and you really need to know those costs.</p>	
	<p>1. Consider updating the fresh fruit and vegetable bar.</p> <ul style="list-style-type: none"> - eliminate or reduce the daily number of protein offerings by offering them as an alternate meal on the serving line for a build-your-own-chef-salad 	

Bonus 5 for those Ultra Organized School Nutrition Professionals

Done	To-Do	Delegated to:
	<p>1. Design or update your marketing campaign for all school meals.</p> <p>A monthly menu may not be enough to keep your participation up once we return to paid meals. Parents must see the benefits of students eating school lunch. Make sure they know how much food is offered to the student at every meal. SNA has some tools on their website to help with your advertisement.</p>	
	<p>2. Develop all the communication for your households so it is ready to go each month.</p> <p>F/R applications, Meal pricing & charge policy, celebrations they are invited to or what students can bring, possible quarterly newsletters to expand on your services- can you provide birthday party healthy treats for the parents?</p>	
	<p>3. Develop Communication to Staff.</p> <p>Consider a ‘Welcome’ meal for new staff program – present a token for ‘1 Free Lunch in the Cafeteria’ <i>must be eaten with the students</i> Value: (School District Adult meal price). This type of program should be developed in conjunction with the business manager as these meals must be tracked and paid back with non-federal reimbursement dollars.</p> <p>Take with resources: Smart Snack Factsheet, Offer vs Serve, Local Wellness Policy</p>	
	<p>4. Research other revenue streams such as a la carte offerings.</p> <p>These can be a new revenue stream if you are not already doing a la carte. Also catering, summer food service, vended meals to Headstart.</p> <p>For a la carte: -are they Smart Snack compliant? How will inventory & sales be tracked? Is pricing adequate so the nonprogram food revenue tool is completed with no financial obligation from the general fund?</p>	
	<p>5. Rest, Relax, Rejuvenate for the coming School Year. Plan a staff picnic or fun day during the summer to stay in touch and keep your hand on the pulse of your team, brainstorm for the coming school year, dream about the fun things to accomplish when you get back to work.</p>	