

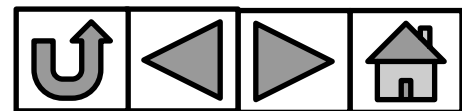
IMPLEMENTATION PLANNING

for Sustainable Breakfast in the Classroom Programs



Click on any of the boxes to guide you through the process

Inside the presentation, click on any of the navigation boxes to move about →



VISION

SFA LEADERSHIP
determines
WHAT schools and
WHAT timing

SFA LEADERSHIP
develops a STARTING
VISION for what this
looks like at XYZ
School

SFA collaboratively
develops VISION with
STAKEHOLDERS

Click on any of the boxes
to guide you through the
process



STAKEHOLDERS

The best vision is developed collaboratively

Determine “Who”

SFA sets up meetings
Vision Casting,
Potential Problem
Analysis,
Training

Determine “What”
FOOD PRODUCTION SYSTEM
DISTRIBUTION SYSTEM
(District, School, Classroom)
MEAL ACCOUNTABILITY SYSTEM

Click on any of the boxes
to guide you through the
process



FOOD PRODUCTION SYSTEM

MENU

FOOD
PREPARATION

EQUIPMENT
NEEDS

Click on any of the boxes
to guide you through the
process



DISTRIBUTION SYSTEM

DISTRICT

SCHOOL

CLASSROOM

Click on any of the boxes
to guide you through the
process



MEAL ACCOUNTABILITY SYSTEM

WHO

METHOD

RESPONSIBILITY
OVERSIGHT

Click on any of the boxes
to guide you through the
process



VISION

What Schools?

SFA determines WHAT SCHOOLS

Start with sites which have fewer obstacles

– **Considerations:**

- Kitchen layout and equipment
- Kitchen staff
- School leadership
- School schedule
- School layout
 - Stairs
 - Size

Slide 1 of 2

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to go to the next
slide on this topic.



VISION

What Timing?

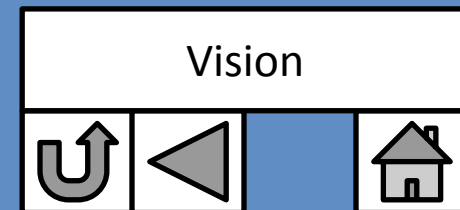
SFA determines WHAT TIMING will take place

Give your team adequate time to do it right, as there is only one “first time.”

– Considerations:

- Vision Casting, Buy-In is Critical to Long-term Success
- Stakeholder Involvement
- Careful, Collaborative Planning
 - Food Production System
 - Food Distribution System
 - Meal Accountability System

Slide 2 of 2



VISION

Casting Vision

SFA LEADERSHIP develops a **STARTING VISION** for what this looks like at _____ School

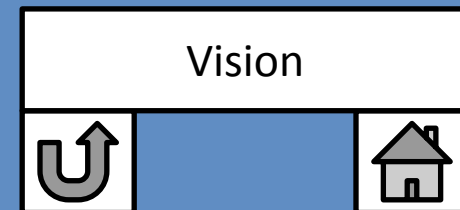
The mental image of the what are we trying to accomplish.

We can't accomplish what we don't see in our minds. The clearer the mental picture, the better the end-results.

Casting Vision

“The organization you lead will proceed toward one of two places: the destination of your choosing or one you didn't intend. The catalyst for determining the right direction is vision. Rather than just a dream or a far-reaching, unattainable goal, vision is a realistic picture of what you want your organization to become, and the impact of that effort. It's also a reflection of your values, why your business exists and what it will become in the future.”

- CareerBuilder.com



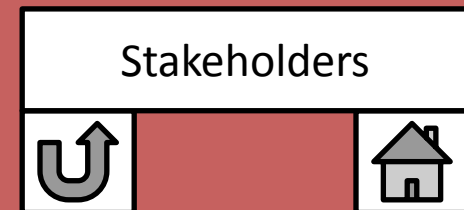
STAKEHOLDERS

Who is impacted?

SFA determines WHO is impacted by this implementation and GET THEIR BUY-IN!

– Considerations:

- Principal, District Leadership
- Building Manager, Custodians
- Kitchen Manager, SFA Staff
- Teachers, Classroom Aides



STAKEHOLDERS

Let's Meet to COLLABORATE!

SFA sets up meetings to accomplish the following with ALL stakeholders

- Vision Casting and Buy-In
- Potential Problem Analysis,
- Training,
- Details, Details, Details
 - Who, Where, What, When, Why, How

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STAKEHOLDERS

Let's Meet to COLLABORATE!

Details, Details, Details...

- WHO gets to eat for free?
 - Only those DIRECTLY supporting the breakfast program may be served a free meal (USDA)
 - Teachers? Building Staff? Aides?
- WHAT time will food and supplies be delivered to the classroom?
- What will the process be for service on “delayed starts”
- System for tracking and handling leftovers



FOOD PRODUCTION SYSTEM

Menu

SFA determines WHAT menu will be served

Start with easier items easier to produce and serve

– **Considerations:**

- Site Based vs. Central Production
- Hot vs. Cold vs. Both
- Convenience Item
- Speed Scratch Items
- Scratch Items
- Packaging
- MINIMIZE Mess in the Classroom
- Accommodating Special Diets
- Meal Tracking: Delivered Count vs. Served Count vs. Leftovers

Food Prod. System



FOOD PRODUCTION SYSTEM

Food Preparation

SFA determines WHERE the menu will be produced and WHAT do I need for that to happen?

Start with “strong” sites who have the right equipment and staff attitude,

– Considerations:

- Procuring new menu items or packaging for individual service
- Procuring new supplies and equipment
- Developing staff schedules to accommodate the extra production, packaging, and service. Determine productivity (MPLH) targets, set goals, and evaluate both scheduled hours and number of staff needed.
- Develop “meal production” schedules to include some items being prepared the day ahead or several days ahead
 - Cooking and assembly steps and times

Food Prod. System



FOOD PRODUCTION SYSTEM

Equipment Needs

What “capital” equipment and non-capital equipment and supplies do we need?

Food Preparation, Storage of Food and Supplies

– Considerations:

- Refrigeration (walk-in, reach-in, milk coolers, etc.)
- Cooking (steamers, ovens, food processors, stoves, etc.)
- Racks
- Purchase of totes, bins, etc. for storing food during transport
- Adequate space for additional equipment & supplies

Food Prod. System



DISTRIBUTION SYSTEM

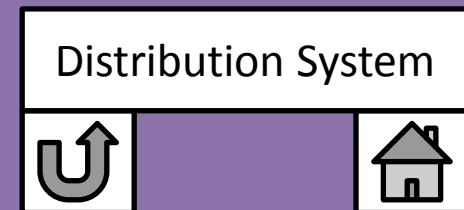
District

How will the additional food and supplies get to the schools and what impact will it have on the current district-wide distribution system?

Site-based, Central, Combination

– Considerations:

- Larger delivery vehicles, additional deliveries
- Internal (Food Service) vs. Vendor deliveries



DISTRIBUTION SYSTEM

School

How will breakfast food and supplies get from the kitchen to the classroom?

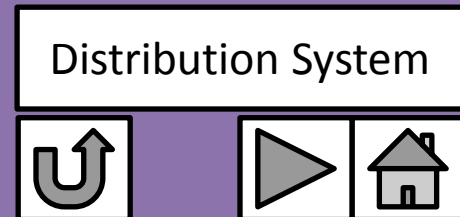
Push carts, totes, pans, bins, racks, bakers racks

– Considerations:

- Storage for the additional carts and totes
- Pre-walk-thru (layout, stairs, time to deliver, etc.)
- Purchase of totes, bins, etc. for storing food during transport
 - Labeling totes (Room #, Teacher's Name, # of Students)
- Packaging of food
- Schedule for loading containers, carts, and delivery
 - Assembly Line: entrée, side items, milk
- What will the process be for service on “delayed starts”
- Schedule a “dry run”

Slide 1 of 2

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DISTRIBUTION SYSTEM

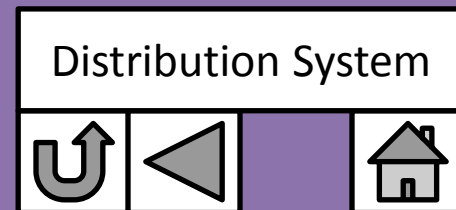
School

How will “breakfast trash” get from the classroom to the dumpster? How will the totes or bins get from the classroom to the kitchen?

– Considerations:

- Schedule for “after breakfast” pick-up of containers and trash
- Provide an extra trash can to each classroom specifically for collecting breakfast trash
 - Provide a trash liner daily to each classroom
- Identify “who” will pick up after breakfast
- Schedule a “dry run”

Slide 2 of 2



DISTRIBUTION SYSTEM

Classroom

How will the “complete” meal be served inside the classroom? Who will serve students who are tardy?

Pre-Set at student desks, Pick-up at location inside or outside of classroom

– Considerations:

- Offer vs. Serve
- Packaging, Napkins, Utensils
- Training for Food Service Staff
- Training for School Staff
- Student Rosters (daily, weekly, bar-code, NO Overt Identification, etc.)

Distribution System



Meal Accountability System

Who

WHO will be responsible for ensuring that a reimbursable meal is served to each student who takes food? Who will clean up spills?

Signs (easy to read and understand) in each classroom with description of reimbursable meal

– Considerations:

- Training for Food Service Staff
- Training for School Staff
- NO Language Barriers to Complete Understanding for BOTH Students and Staff
- FREE meal for school staff who directly help with the School Breakfast Program (USDA)
- Extra towels, carpet sweepers, spray bottles, portable carpet shampooer, etc. for spills
- Developing a code or signal to communicate spills to custodial staff

Accountability System



Meal Accountability System

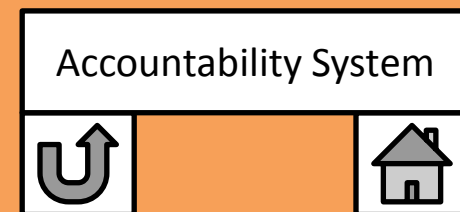
Method of Tracking

HOW will the SFA track each reimbursable meal by student?

Classroom roster, tickets, electronic Point of Sale

– Considerations:

- Training for Food Service Staff (SFA and School)
- Training for School Staff
- Speed of Service
- Easy to Manage by School Staff
- Supplies needed (barcode scanners, clipboards, pencils, pens, 10-keys, sign holders, etc.)



Meal Accountability System

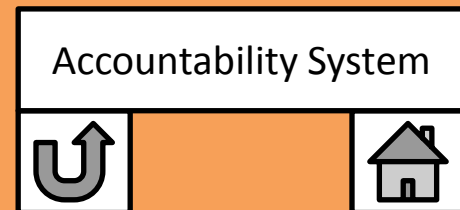
Responsibility and Oversight

HOW will the SFA ENSURE that every meal served is “reimbursable?”

System of accountability at all levels

– **Considerations:**

- Training for Food Service Staff
- Training for School Staff
- Classroom audits daily
- School site audits by SFS management as needed with a set minimum



Communication System

Before, During, and After Implementation

Before:

- **District and School Leadership**
 - Overview of Breakfast in the Classroom
 - Purpose: What's in it for the school community
- **Teachers**
 - Benefits of Program, Expectations
- **Parent**
 - Schedule change for breakfast
 - Late or tardy procedures for getting breakfast
- **SFA Staff**
 - Benefits of Program, Expectations

