



BROOKLINE SCHOOL COMMITTEE
AGENDA COVER SHEET

AGENDA ITEM NO: _____

MEETING DATE: November 12, 2010

PURPOSE OF AGENDA ITEM:

Present the Food services Departments budget and plans to serve food to all students in the Public Schools of Brookline regardless of which learning models students are utilizing in the district. The department's plan will cover Fully-onsite, Hybrid and Remote learners. Approval of the Food Service Department's budget with a which proposed 50 percent reduction in operating kitchens and a 22 percent reduction in staffing for the 2020 school year.

BACKGROUND INFORMATION:

The USDA approved the extension of a waiver for all students to receive free meals 7 days per week, through June 2021. This waiver allows us to operate under the same Seamless Summer Option we have been operating under since the Unanticipated School closure began in March due to COVID.

Guidelines have been very dynamic, with final updates coming out in September allowing nationwide extension through the remainder of the school year.

Food service Directors like me and many other districts similar to Brookline, with a low free and reduced percentage now have an opportunity to maximize the amount of federal funds we receive into the program which will have positive impacted financially on the department's budget.

Under this waiver Brookline for the first time can experience what it means to serve universal free meals to all kids 0 to 21 years old, like other districts participating in the Community Eligibility Provision (CEP). There is also the unique opportunity to provide meals to families for weekend days which typically would not under the National School Lunch Program.

Like in CEP schools, participation is the key to success. The more students participate the more revenue in Federal Reimbursement the district receives. Since September and for the remainder of the school year the department will continue to encourage everyone, not just students on free or reduced meals to participate in by ordering and picking up a free meal for 7 days per week. All meals will be free of cost to all students through the 2020 School Year.

This Waiver along with the COVID relieve funds is one reason the department is not projecting to operate a balanced budget this year.

ACTION RECOMMENDED:

The Food Service Department recommends that The Brookline School Committee approves the proposed meal service plans as well as approve the projected budget for the 2020 school year.

VOTE REQUIRED:

Yes

STAFF AVAILABLE FOR PRESENTATION:

Matt Gillis
Sasha Palmer
Tess Washburn

Content

Overview

Waiver Extension

Meal Service Models

In classroom Meal Service

- Grab N Go Breakfast
- In Class Lunches

Remote Learning Meal Model

- Remote Pick up
- Mobile Delivery

Hybrid Take-Home Meal Model

- Grab 'N' Go Model Meal Plan

Overview

Massachusetts mandates that all school districts provide meals to low income families once school is in session. The Public Schools of Brookline have opted for two Reopening Models for the 2020- 2021 School Year. These are:

- Fully in-person for Pre K, Kindergarten and our most vulnerable students
- Fully remote for students in grades 1-12.

Once ventilation metrics are met in grade level classrooms, PSB will bring students in grades 1-12 back to in-person learning in a hybrid model prioritizing the youngest grade levels first.

With these two school reopening models, the district's Food Service Department has created the following Meal Service Models to serve nutritious meals to all students during this school year:

1. In school Meal Service Model
2. Remote Learning Meal Model
3. Hybrid Learner Take Home Meals

All meals are available to ALL students regardless of the student's Learning Model

Free Meal Waiver Extension

It is important to note that the United States Department of Agriculture (USDA) granted an extension of the National Waiver that will enable all schools to serve all meals free of charge to all students in the district. This extension expires on June 2021. These waivers eases some of the administrative burdens associated with the National School Lunch Program and allows the Food Service Department to choose to operate under the Seamless Summer Option to provide more meals and at unconventional locations to participating families using the methods we are about to discuss.

USDA also extended several complementing waiver flexibilities to support the operation of the

- SSO/SFSP as late as December 31, 2020, including:
- Nationwide Waiver to Extend Area Eligibility Waivers
- Nationwide Waiver to Allow Meal Pattern Flexibility in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option
- Nationwide Waiver to Allow Non-congregate Feeding in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option
- Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children
- Nationwide Waiver of Meal Service Time Restrictions in the Summer Food Service

- Program and the National School Lunch Program Seamless Summer Option
- Nationwide Waiver to Allow Area Eligibility for Closed Enrolled Sites in the Summer Food Service Program and the National School Lunch Program Seamless Summer Option

Prior to the waiver extension the Brookline School Committee voted to continue supporting the Food Service Department by providing funding during what would have been a gap period if these waivers were allowed to expire, between the end of school and the first day of school this school year.

This commitment from the Brookline School Committee guaranteed that all students continued to receive the benefits they have been receiving since March when the Unanticipated School Closure began. Since then the district has served over 75,000 meals to families. We are grateful for the dedication and support for the school committee in making this possible.

Participation

The food services department is committed to ensuring our students have access to nutritious school meals. **With USDA's announcement that all meals for children and teens will be free through the 2020 school year**, kids and teens aged 0-21 years of age may participate at in-person school meals and at any convenient meal site within or outside of the district. Students and staff can access meal site information on our website at publicschoolsofbrooklineschoolnutrition.com.

Everyone is encouraged to participate in school meal service regardless of income status. Participation in the school meal programs makes the school nutrition department more financially viable, allowing for more meal variety and higher meal quality. Eating school meals helps the community and the school. Please encourage the students and families that you work with to participate!

Menu Feature and How to Participate

All meals are available to all students regardless of their meal status in all the Food Service Models. Students following in-person learning will be able to access healthy nutritious meals made safely in school/satellite kitchen or kitchens, 5 days per week and pick up Grab and Go weekend meals on their way out on Tuesdays or Fridays, the last day of their onsite classes for the week.

Remote learners can pick up meals there day per week at any of our Remote pick up sites at the Brookline High School or the Pierce, Baker, Ridley School or the BHS at 115 Greenough Street, Mondays, Wednesdays and Fridays.

We will also continue to provide the convenient mobile delivery to our partner sites at the Brookline Housing Authority Properties. Families utilizing this service can continue through June 2021 or until we receive further guidance from the USDA.

The district's Food Service Department continues to follow the Center for Disease Control and the Department of Education COVID-19 guidance and the School District's reopening guide in order to provide safe meal service for students and staff throughout our district.

All meals, in any of the meal models, will be packaged with all required meal components (grain, meat/meat alternate, vegetable, fruit, and milk) to meet the National School Lunch Program requirement for a reimbursable meal. All items in the bag must be served to the student in order to be compliant with the United States Department of Agriculture's (USDA) Nutrition Standards for school meals.

Pre-ordering Meals

Parents and students are highly encouraged to pre-order meals through our online meal ordering platform, LINQ Ordering. Families will need to set up an account to use this online service. To set up an account visit onlineordering.linq.com and follow the instructions, detailed instruction will be provided on the food service website.

Per usual, menus will be posted on the Public School of Brookline's School Nutrition website at <https://publicschoolsofbrooklineschoolnutrition.com/> in advance, and be linked to the ordering platform. Menus on our website will still be interactive, and allow students and parents to filter by allergen or preference. LINQ Ordering will have allergen information available on each item as well in our ordering platform to make the ordering process easy and worry-free.

Food service staff will follow all food safety guidelines when preparing meals for students with allergies to prevent cross contamination during delivery. All pre-ordered meals will be labeled with the student's name and all allergen information pertaining to the order.

We encourage all students to pre-order their meals, as limited meals are sent to each school from the *central kitchen* daily in order to save time and to ensure all students have healthy meals to fuel their day.

In-person Meal Service Models

The district will utilize in-person meal service models to serve meals to all students participating in in-person learning. Breakfasts will be available in a Grab N Go meal model, while pre-ordered lunches will be delivered to the classroom, or other designated areas agreed upon by the school principals ahead of time.

We are trying our best to ensure that there is a variety of menu items available but are mindful of the limitations while operating during COVID. Meal service this year is non-traditional and will impact menu items available as we try to maintain the integrity and safety of the food and the Food Service Program while staying in compliance with federal and state guidelines.

The in-person meal service model allows PSB to maximize the availability of meals to all students. The Food Service Department encourages all stakeholders to use this guide as a resource for how meals are being served in classrooms.

During this pandemic, serving meals in the classroom and allowing students to eat in the classroom is a great opportunity for students to enjoy a meal as a group, and learn the importance of eating together – an experience we all too often miss in our busy lives.

Grab N Go Breakfast Model

Students will pick up an individually packaged breakfast from a breakfast kiosk at or near the entrance or a central location when they enter the school. Breakfast can then be taken to their classroom, eaten in the cafeteria or any approved designated locations. This breakfast model is one that is used with success in many schools nationwide. Students who arrive early can eat their breakfast while they wait for school to begin and students who arrive late will still have a chance to grab their breakfast as they enter. A milk cooler will safely store milk that students will take with their breakfast as well. A school staff member will assist with monitoring during this service model.

- No pre-ordering is necessary for this on-site Grab and Go Breakfast Model for in-school students.
- Any student may grab a breakfast and milk
- Meals will be tracked using a tally or check off sheet by the school staff monitoring breakfast.

Breakfast offers at least three (3) required breakfast components mandated by the USDA's School Breakfast Program:

- **Two Grains** (including optional Meat/Meat Alternate)
- **Fruit** (whole fruit, canned fruit and/or fruit juice)
- **Milk** (Cereal and additional milk and fruit are also offered daily upon request)

Each bag will be packaged with the required reimbursable meal for easy tracking for claiming.

Classroom Meal Service

All students will be required to preorder using the online ordering platform to order a lunch. We encourage families to order at least a day in advance especially if your child has an allergy. This will allow us to safely prepare your child's order. All special diets must be accompanied by a doctor's note. Please speak with your school nurse on their specific school policy or practice.

Pre-ordered lunches will be prepared and packaged at the central kitchen location, Brookline High School and distributed across the district. As more students transition to in-person learning, a secondary kitchen will be utilized. When a lunch is pre-ordered, staff at the central kitchen will receive the orders and prepare them daily, following the strictest guidelines from the CDC and local health authorities.

Lunch will be packaged for individual students, and labeled with their student name allergens. Then, the lunches will be grouped and packaged in insulated bags by classroom. A food service staff member will then deliver the lunches to each location in the food service van. From there, the meals are left at a designated pick-up location for school staff to retrieve with the assistance of a food service staff member to each classroom before lunch time.

Meal delivery staff or designees will carry lunch to the classroom for meal distribution. Meal distribution insulated bags will be labeled with classroom number and teacher's name to ensure classrooms are receiving the correct package.

All ready to eat meals must be served within 10-15 minutes of delivery to guarantee food safety. Teachers or adults in the room should confirm with meal delivery staff that the package has been received to make sure that their classroom has the correct amount of meals each day to minimize excessive left-overs. All unclaimed meals should be returned to the cafeteria after service. Teachers may designate students to act as Student

Ambassadors to be classroom leaders to assist with the distribution of meals to other students.

Lunch offers all five 5 meal components mandated by the United States Department of Agriculture's (USDA) School Lunch Program:

- **Meat/ Meat Alternate**
- **Grain**
- **Vegetable**
- **Fruit**
- **Milk**

All bags will be packaged with all five meal components.

School Staff LINQ Ordering Access

Our software is web-based and classrooms will be set up so school staff can access the online ordering from any device. We encourage adults in the classroom, on the day of meal service, to designate a time to check with students to ensure a meal order has been placed in the system. If an order has not been placed, and a student needs a meal that day, adults are able to enter the student's lunch order for/with them from their device. Instructions and step by step guidance will be available on our website and detailed explanations will be sent out via emails to families.

Insulated Meal Transport Bag Retrieval

Each classroom's meals will come in an insulated transport bag and come with a tally sheet inside. The tally sheet will be checked off for every student who received a meal at the time of meal service. Both the bag and tally sheet will be left outside of the room for meal delivery staff to pick up.

Trash Disposal

A waste bin, trash bags, and cleaning towels will be provided to each classroom. After eating, trash is put into a separate, designated trash can that will be lined with a trash bag. Milk cartons should be emptied in sinks or buckets provided. At the end of meal service, milk buckets and trash cans should be placed outside to be collected by the custodians and no food is left inside the classroom. The custodial staff takes primary responsibility for collecting garbage barrels from your classroom after each meal.

Compostable and recyclable packaging will be used when possible and classrooms are encouraged to recycle and compost when possible on their own accord. Please speak with the sustainability team in your school.

Mandated Classroom Signage (provided by food service staff):

- Monthly Breakfast and Lunch Menu
- Public Notification of Anti-discrimination Policy
- 'And Justice for All' Poster
- Choking Poster
- My Plate Poster

Use In-classroom Mealtime to:

- Collect homework
- Discuss current events
- Engage in quiet reading time
- Have students do individual classwork
- Teach students about nutrition and health, as well as sustainability and recycling

Other Key Notes

In this method, PSB can no longer utilize the "Offer vs. Serve" meal service to students. Students may not opt-out of ordering milk, for example. They are *served* all components, and if they choose not to eat part of their meal, they may throw it away or save it for later. Meals will be packaged in entirety to students to ensure the adults serving the meals comply with this rule.

There will be no "Share Tables" offered this year and any portion of the meal not eaten by students must be discarded in the proper bins provided. Students will be asked to empty all milk cartons before disposing of them into the waste bins. Individual classrooms may sort their waste for recycling and composting as they see fit.

Remote Meal Service Models

The Public Schools of Brookline will be operating a Remote Learning Model for students in grades 1-12 to start the school year. In order to serve school meals to as many students as possible, the Food Service Department will continue to offer breakfast and lunch using the Remote Meal Pick-Up Model and the Mobile Meal Delivery Model. In these models, students/parents will be able to access meals from our Remote Pick-up and Mobile Delivery sites three days per week on Mondays, Wednesdays and Fridays. Meals will be individually packaged and easily transportable, to help the district to reach low-income families relying on school meals.

Remote Meal Pick-up Model

This model is for any students who are fully remote. Similar to this summer's meal service, pick-up will be available on Mondays, Wednesdays and Fridays at Brookline High School and Pierce School. Multiple meals may be picked up each day, including meals to cover weekend days. For example, on Fridays, families will pick up a bag consisting of breakfasts and lunches for Saturday, Sunday and breakfast on Monday or pick up 7 days' worth of meals.

Meals will be prepared at a central kitchen (Brookline High School). Some meals will be frozen and labeled with heating instructions, in order to follow food safety guidelines. Remote Pick-up will be contactless and happen at Pierce School and Brookline High School between 3:30 PM and 5:00 PM every MWF. We will operate pick-up during these after-school times in order to reach as many students as possible. Each pick-up location will be manned with one food service staff.

If Monday is a holiday, the same pick-up location will be in place on that Tuesday. Parents/guardians or students may pick-up on foot or stay in their car and a food service staff member will deliver the meals to you. Social distancing will be practiced, and if crowding happens, we will ask people to form a distanced line. Each pick-up location will have a food service staff member assigned.

How it Works

In order to serve our families and prevent waste, we recommend that families pre-order meals online through our **Remote Learning Pre-ordering System** on our website.

- Families can pre-order 7 days' worth of meals - all including 1 breakfast and 1 lunch for each day of school.
- Food Service staff will pack reimbursable breakfasts and lunch into individual family

bags.

- Each bag will contain the number of reimbursable meals pre ordered per child.
- A family with multiple kids will receive a bag for each kid.
- Creative remote menus will be utilized to provide variety!
- Menus will be available online. Breakfasts are usually cold but can include hot items as well where possible.

Remote and Mobile Pick up Schedule

Meal Site	Location	Pick Up Time	Type of Site
Brookline High School	115 Greenough Street (in front of the main building)	4:00 - 5:00 pm	Pick up Site
Pierce School	50 School Street (Town Hall parking lot)	4:00 - 5:00 pm	Pick up Site
BHA 226 High Street (High St. Veterans)	30 New Terrace Rd.	3:30 - 3:45	Mobile
BHA 22 High Street	22 High St.	3:50 - 4:15	Mobile
BHA Egmont Street	55R Egmont St.	4:30 - 4:45	Mobile
Baker School	Front entrance 205 Beverly Rd	5:00 - 5:15	Mobile
Florida Ruffin Ridley School	Stedman Street entrance	4:50 - 5:00	Mobile

Mobile Meal Service

The district will continue to provide meals through Mobile Meal Delivery to our partner sites at the following locations:

Brookline Housing Authority (High Street Veterans)

Brookline Housing Authority (22 High Street)

Brookline Housing Authority (Egmont Street)

Baker school

Florida Ruffin Ridley School

Mobile delivery times have changed to facilitate kids picking up meals after their remote learning schedule ends and meals for after classes.

Take Home Meal Model (Weekend Meals and Hybrid)

This model is geared towards students picking up meals on the weekend and students in the Hybrid Learning Model.

Students requiring meals for the weekend can choose to pick up a bag with meals for the weekend on Fridays before they leave. Bags will be available at the exits and will contain meals that are safe to travel.

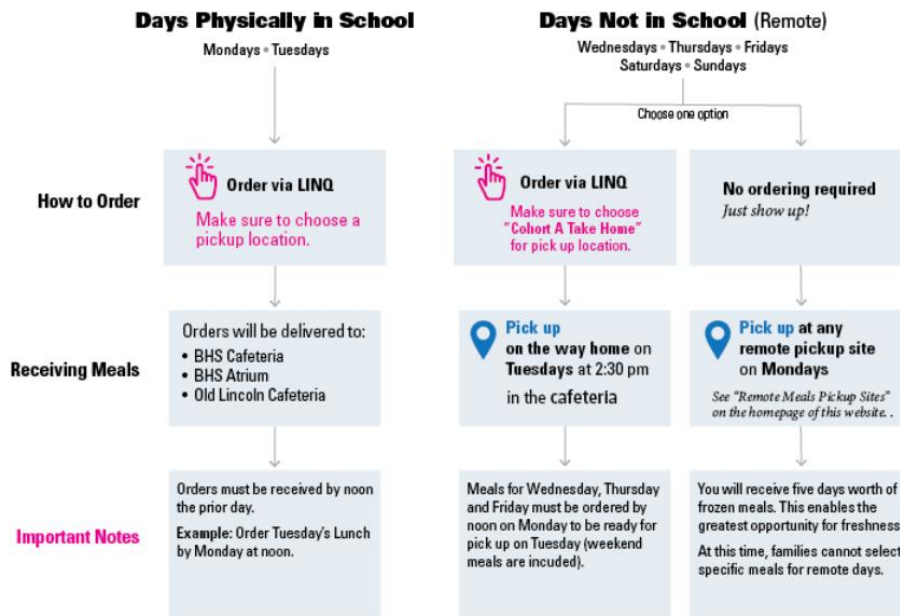
For students who come into school on an abbreviated schedule, they can access take home meals for the days they are learning remotely on their last day of onsite learning. For example, a student who attends school in-person on Mondays and Tuesdays can grab meals on their way out of school on Tuesday. They will take home a breakfast and lunch for each day Wednesday - Sunday, or when they return to school.

The meals they take home will consist of preordered items from the menu to ensure students have access to the same meals whether they are learning at home or onsite. Some shelf-stable and frozen meals will be included to follow food safety guidelines.

Hybrid Schedule A

BHS Cohort A Meal Pickup Guide

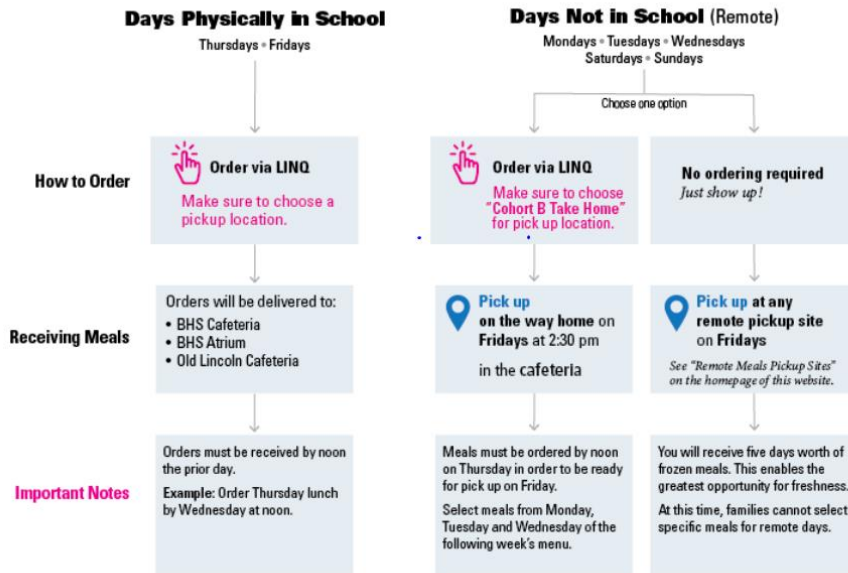
Follow this guide to get meals for your students.



Hybrid Schedule A

BHS Cohort B Meal Pickup Guide

Follow this guide to get meals for your students.



Next Step

Partner Volunteers will continue to assist the department with communicating this transition throughout the first week. We are looking to partner with our summer partners to assist families with creating online accounts etc., as we transition a number of our programs online.

As the district learning models change we will adjust to these meal models to accommodate the changes. We also continue to wait on further Guidelines from the USDA as they will have an impact on the success of these meal models.

As usual we continue to ask for your support in helping us to continue to provide this much needed service to our families.

On behalf of all participating families and partners in Brookline we want to thank you for the dedication and support this committee has provided throughout the year and especially during this difficult time.

School Committee Authorization

1. Approval of the Budget.

The department is requesting the approval of the 2020 Budget. The department is not projecting a deficit due in part to a projected increase in Federal and State Reimbursements as well as Funds from the Towns CARES Act COVID Relief Funds to be used to offset the cost of Food.

2. Approve the modification of the departments operation.

The department is planning to operate 5 central food preparation kitchens across the district and 5 satellite kitchens.

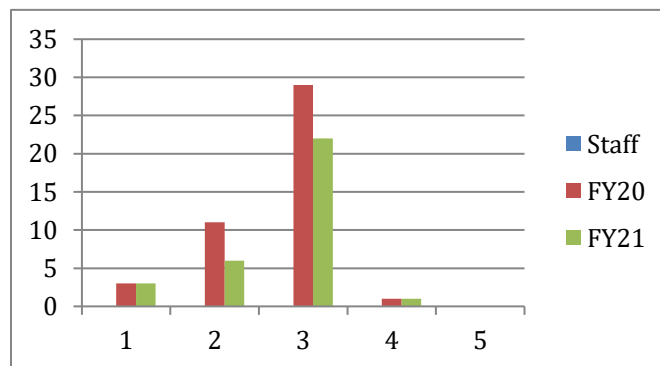
3. Staffing Modifications Required

With the reduction of Production kitchens and concentrating labor at central locations the department is projecting approximately 22 percent reduction in labor. There are 4 retirements of senior staffs which will not be fill this school year.

Staffing Comparison Table

Staff	FY20	FY21
Admin	3	3 (1 not charged to Food Service Budget)
Managers	11	6
General worker	29	22
Driver	1	1

Fy20 and FY 21 Staff comparison



Elimination of the food service Administration support staff position for FY 21 from the food service budget. This position is partially supported but is not a burden on the department's budget.

Financial Summary

Projected Revenue		
	Projected Sales	\$4,290
	Federal Reimbursement	\$1,284,346
	State Reimbursement	\$12,681
	Town CARES Act Grant	\$225,651
Projected Revenue		\$1,526,968
Expenses		
	Personnel	\$841,141
	Food	\$478,496
	Non Food	\$204,547
Projected Expense		\$1,524,184
Projected Deficit		\$2,783

Most school districts have seen some financial impact on their budget since COVID. Districts like Brookline with a low Free/Reduced percentage have felt the greatest impact as we rely solely on other non-federal revenue sources to balance our budget. Being a part of the MASS Buying Group Collaborative, I have heard first hand from other directors the negative impact this reduction in sales revenues has caused. The greatest impact is on labor as well as the increase in food cost. The Brookline Public School Food Service some of the best food service workers and some will be greatly impacted by the cuts in this budget.

The district hopes to increase participation in order to maximize the amount of federal funds in the department to balance this year's budget.

Community Partners

The Food Service Department thanks all hard working partners and volunteers for hard work during closure:

Brookline Housing Authority

The Brookline Food Pantry

Mutual Aid

Brookline Thrives

Steps to Success

Mothers Out Front

Brookline Safety net

With our teamwork we have been able to date, serve over 75,000 meals to families since the shutdown.

Thank you all.