

### Rolling Out a Successful Breakfast in the Classroom Program

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# Breakfast in the Classroom Year 2012-2013



- 288 sites
  - Including 4 high schools
  - 7 middle schools
- Over 10,000 classrooms
- Feeding over 200,000 students daily
- Generating over \$6M in revenue





### Key Factors to a Successful Rollout

- Task Force
- Budget
- Lead Team
- Communication Action Plan
  - Meeting with Outside Partners
  - Meeting with Different Focus Groups
  - Marketing Materials





### Key Factors to a Successful Rollout

- Implementation Plan
- Rollout Process
  - BIC Readiness Evaluation
  - Training Plan
  - Monitoring
- Incentive Program



# Required Trainings and Other Meetings

 Principal, Teachers and Building & Grounds Worker

Training

- 2. Cafeteria Staff Training
- 3. Parent Meeting
- 4. BIC Boot Camp







# BIC Boot Camp











### Breakfast in the Classroom Tools

- Rollout Process Map
- Rollout Timeline Worksheet
- Checklists

### School Name: **BIC ROLL-OUT TIMELINE** DATE: DATE: DATE: DATE: 3 WEEKS PRIOR TO ROLL-OUT 4 WEEKS PRIOR TO ROLLOUT 6 WEEKS PRIOR TO ROLL-OUT Principal, Teachers, Custodian participate **AFSS** AFSS obtains BIC Roll-out Timeline worksheet. in a Food Services BIC Training A. Sends copy of BIC Letter to confirms and inputs dates Food Services Staff participate in a BIC 5 WEEKS PRIOR TO ROLL-OUT Parents to Principal AFSS obtains BIC Pre-launch packet for review B. Confirms Teachers' BIC training AFSS conducts school evaluation using the BIC FSM acquires a list of room numbers and schedule with Principal via E-mail or Ana e-mails order of insulated bags to School Readiness Evaluation sheet. number of students in each classroom Richard, copying AFSS and FSM phone call AFSS meets with Principal and FSM to discuss BIC A. places order for food, paper, C. Schedules BIC training of FS · Ana puts in order of equipment such as Program, roll-out timeline, School Readiness 44 gal plastic trash cans, lids refrigerator, freezer (if any) to Albert, Staff Evaluation spray bottles-under Chemicals, copying AFSS and FSM D. Coordinates with Training Dept. Coordinates BIC training for Principal. paper towels Lisa submits a Peregrine Report to regarding Training schedules Teachers, Custodian B. Manager e-mails Food Order Determines Food pick-up schedule and location CMS (Kim) to prompt changes in POS E. Makes cafeteria schedule on any item over the maximum programming for Pricing Schools revisions and submits proposed Determines trash disposal areas limit revisions to Dr. Shaheen for Determines insulated bags storage area C. confirms special diets with approval AFSS submits BIC School Readiness Evaluation teachers sheet to Lisa Hess, copying Senior Supervisor Lisa Hess inputs BIC School Readiness information on file as received and e-mails Ana Rojas ROLL-OUT DATE: DATE: DATE: DATE: DATE: DAY OF ROLL-OUT 2 WEEKS PRIOR TO ROLL-OUT 1 MONTH AFTER ROLL-OUT 1 WEEK PRIOR TO ROLL-OUT FSM checks one POS to see if it does Principal informs parents about AFSS verifies equipment not charge for breakfast for Full, delivery if any BIC FSM distributes Teacher's Reduced price eligible students DAY BEFORE ROLL-OUT FSM Teacher picks BIC Team Survey 10 minutes before pick-up, all insulated A. Verifies delivery of all orders FSM meets with Principal for AFSS conducts AFSS bags are packed Designee from CMS sets B. Prepares classroom rosters last minute update Monitorina Checklist Rosters placed in appropriate insulated up BIC attribute for Pricing C. Prepares sheriff badges FSM distributes sheriff Schools and e-mails FS staff cleans/sanitizes badges to each teacher 6 MONTHS AFTER ROLL-OUT Cafeteria staff lines up insulated bags in confirmation to FSM and insulated bags Trash cans, paper towels designated pick-up area copies AFSS. - labels insulated bags with and spray bottles are AFSS conducts AFSS At the end of BIC service, Cafeteria distributed to each classroom room numbers Monitoring Checklist Staff counts and records all unused meals upon return of bags Cafeteria Staff cleans, sanitizes and reset bags ready for next day service **BIC Roll-out Timeline V200-8** Christina Suaverdez 5.24.12

### BREAKFAST IN THE CLASSROOM (BIC) ROLL-OUT PROCESS Provision 2 schools with lowest breakfast PHASE 1: Pre-determined participation rates **Provision 2 Schools** and volunteer sites AFSS obtains the "BIC Roll-out Timeline" sheet at Public folder-Operations-BIC-Tools; confirms and input dates **AFSS** begins roll-out AFSS obtains "BIC Pre-Launch Packet" at Public folder-Operations-BIC-Tools for their review process using BIC Roll-out Tool Kit See "School Readiness BIC Evaluation" sheet at **AFSS** Public folder-Operationssubmits BIC School BIC-Tools AFSS meets with **AFSS** conducts Principal to discuss BIC Readiness **Program and School** Evaluation sheet to school evaluation Readiness Evaluation Senior Supervisor and Lisa Hess Equipment Ordering Process **AFSS** AFSS submits any e-mails senior YES NO Pass cafeteria schedule supervisor (copy Resolve outstanding Celeste) for revisions to Dr. Evaluation? issues Shaheen for approval confirmation to move forward AFSS coordinates with Christina in FS Training Department **BIC** Trainers conduct Principal, Teachers, See FSM **AFSS** schedules training AFSS, FSM performs Ordering training for cafeteria pre-launch tasks staff and teachers using checklists BIC Trainers distributes Pre-launch checklists to Principal, Teachers, Custodian, FSM during BIC Training SUCCESSFUL BIC PHASE II, PHASE III **ROLL-OUT OF** PHASE I SCHOOLS BIC Process Map Version 100-19 Christina Suaverdez 5.23.12



# Breakfast in the Classroom Incentive Program



Goal: For each school to attain a minimum 70% breakfast participation

• The number of meals served above the 70% goal, the schools are awarded \$0.20 per meal per child



# Photos of LAUSD Schools in Action







# Photos of LAUSD Schools in Action









# Photos of LAUSD Schools in Action









### References

- Breakfast First <u>www.breakfastfirst.org</u>
- Food Research Action Center <u>www.frac.org</u>
- USDA Meal Counting System
- CDE Collection and Accountability Procedure
- LAUSD Breakfast in the Classroom FAQs http://cafe-la.lausd.net/breakfast