

10 pages  
5-Activities

### School Nutrition Association Louise Sublette Award of Excellence

#### Entry Form

Name Adrienne Gooley School Valley View  
 Address (home) 4108 Madalyn Place Address 800 49th Ave. NE  
Robbinsdale, MN 55422 Columbia Heights, MN 55421  
 Telephone (home) 763-535-7573 Telephone (school) 763-528-4200  
 State Affiliate Minnesota Region Midwest  
 Membership No. 490841 Certification Expiration Date 1/31/2011  
 Name of Principal or Immediate Supervisor Deb Labounty

I certify that I am a manager who is based in a school and has supervisory or management responsibilities over kitchen operations.

I certify that the information contained in the Louise Sublette Award of Excellence application is correct and that the project was initiated and completed by me.

Adrienne M. Gooley 2/25/09  
 Signature of Member Date

#### FOR STATE APPROVAL ONLY

Date Submitted to State President \_\_\_\_\_

Deadline: **March 1**

\_\_\_\_\_  
Signature of State President Date

#### FOR REGIONAL APPROVAL ONLY

Date Submitted to Regional Director \_\_\_\_\_ State of \_\_\_\_\_

Deadline: **March 15**

\_\_\_\_\_  
Signature of Regional Director Date

#### FOR NATIONAL APPROVAL ONLY

Date Submitted to Chair of Section Chairs \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
Signature of Regional Director Date

# Louise Sublette Award of Excellence

## Project Report

Name of School: Valley View Elementary School Year of Project: 2008-2009

NOTE: Excess documentation or pages will disqualify the entry.

### 1. Describe present school foodservice program.

Valley View Elementary School is a K-5 school. The student population on average is 450 students. The number of Breakfasts served each day on average is 200, and number of lunches served daily is an average of 400. The type of service we use is offer vs. serve. The Meal Charging Policy is "if the elementary student's account is less than adequate to pay for breakfast and/or lunch, they will be allowed to charge up to 3 meals. A grain item will be offered at breakfast for elementary students when the balance is negative. A sandwich and milk will be offered at lunch."

The Ethnic breakdown of Valley View School is 24.17% White, 37.44% Black, 30.33 % Hispanic, 5.21% Asian, and 2.84% Indian. The free and reduced average percent for the 2007-2008 school year, and the current 2008-2009 school year is 78%. The Application for Educational Benefits is sent out each fall in the back of the school Calendar, it is written in English only. An Open House is also in the fall and the Child Nutrition Department sets up a table with two staff members working that night with the goal of receiving completed Application of Educational Benefits forms, getting money for meal accounts, passing out Menu's and pin numbers.

### 2. Identify the area for project activity and why area was chosen.

The area of focus for this project is to get as many Application for Educational Benefits forms completed before the October 1, 2009.

At the start of each school year a student's previous meal status is rolled over to the child on a temporary basis. On October 1<sup>st</sup> any student whose account is still not put on a permanent meal status will roll over to a full pay status. Past years have had numerous students roll onto a full pay status. After they go onto a full pay status they will be allowed to charge up to 3 meals. Many of these students already have a negative balance from a previous year so that they are not allowed to have a meal as soon as the day their account rolls over to a full pay. Instead they will get a grain item offered at breakfast and a sandwich and milk will be offered at lunch. The students suffer from the lack of a good breakfast or lunch and the Child Nutrition Departments daily meal count numbers go down.

**Louise Sublette Award of Excellence Project Report Continued**

**3. The purpose of the project was to: (state purpose in measurable terms).**

To do our part in insuring that "Hunger ends on our watch", by eliminating as many qualified children from having their meal status rolled off the temporary free or reduced status and going to a full pay status, due to a 2008-2009 Application of Educational Benefits form not being completed and turned in by October 1, 2008. When this happens most of the time we have to give the child only a peanut butter or cheese sandwich and milk, hurting their nutrition.

Measurable goal number 1 is to have the amount of qualified students who roll off their temporary free or reduced status on October 1, 2008 decrease by 80% from the October 1, 2007 roll over.

Measurable goal number 2 is to increase the amount of Application of Educational Benefits forms turned into the Child Nutrition Department on the night of the Open House by 500%.

**4. To accomplish the stated purpose, the following activities were initiated. (List 3-5 activities used to accomplish purpose.)**

1. Create Posters that say "Have you completed this years Free and Reduced meal form? (Application of Educational Benefits) Write them up in the 3 most used languages of Valley View families.
2. Have the Child Nutrition Department be on a checklist of areas to visit that the families get when they arrive at the Open House.
3. Have an "Urgent" stamp, created in the 3 main languages used by the Valley View families, to use on envelopes that have important account status information in them that will be going home to the students Parnent/Gaurdian to help get their attention.
4. Hire a Spanish Interpreter to help with the Open House specifically for the Child Nutrition Department since Spanish is our second most used language of Valley View families.
5. Create a letter in the 3 most used languages of Valley View Families that helps parents understand the need to complete an Application of Educational Benefits each year.

**Louise Sublette Award of Excellence Project Report Continued**

- 5. List documentation of activities in space provided below and attach a maximum of one page of documentation per activity.**

Documentation for activity number 1 is on page A of the documentation pages.

Documentation for activity number 2 and 3 are on page B of the documentation pages.

Documentation for activity number 4 is on page C of the documentation pages.

Documentation for activity number 5 is on page D of the documentation pages.

- 6. List what was accomplished; measurable results of project and attach a maximum of two pages of documentation.**

Documentation of the results for goal number 1 is on page E of the documentation pages.

Documentation of the results for goal number 2 is on page F of the documentation pages.

We accomplished our goals! We exceeded our expectations on the goal percentages that we had set (as noted on the results page) and we were also able to feed every student a full meal due to the rest of the completed Application for Educational Benefits coming in the day of the roll over, or before any students accounts were three meals negative.

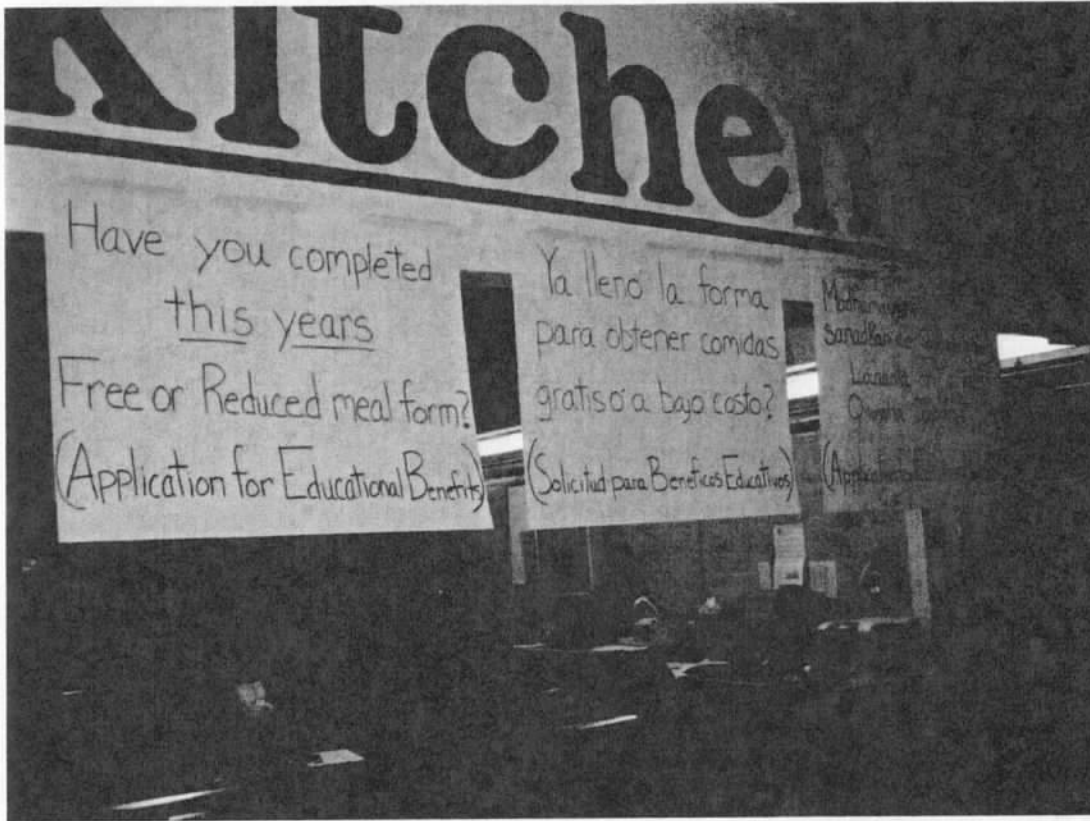
## **Louise Sublette Award of Excellence Project Report Continued**

### **7. Describe other activities used to help accomplish the project. Do not submit documentation for this section.**

1. One more Child Nutrition Staff member to work the Open House was added.
2. Moved the placement of the Child Nutrition Table to the kitchen area.
3. I had a chance to speak with all the staff members in the August workshops about how important it was to get the students Application for Educational Benefits completed before October 1, 2009. I asked the Teachers and Para's to send any envelope marked "URGENT" home with that student right away, and to direct any Parents/Guardians questions about these forms to myself or other Child Nutrition Staff in the building.
4. We offered cookies to anyone who came to discuss their students account with us at the open house.

**Documentation page A**

***Activity number 1***



**This is a photo taken of the posters made for the Open House.** Cost of posters \$6.00

## Documentation page B

### *Activity number 2*

**Ticket To Open House!**

- Visit your classroom teacher
- Visit your specialist teachers
  - Music                       Visual Arts
  - PE                               Science
- Visit the Media Center
- Complete Lunch Forms in cafeteria
- Sign up for conferences
- Register for After School Activities
- Check out the Community Representatives
- Parents write your hopes & dreams on a star

**This is a copy of the checklist handed out to the Parents or Guardians the night of the Open House.** No cost.

### *Activity number 3*



**This is what the "URGENT" stamp that was created looks like.** Cost of the stamp was \$22.50.

## Documentation page C

**Activity number 4**  
**betmar languages**

6260 Hwy 65 Suite 308 763-572-9711  
Minneapolis, MN 55432 763-571-3467 fax  
www.betmar.com best@betmar.com

### Interpreter Agreement (Client Copy)

JobID 08-080588  
AgreementID 119234

Interpreter Ivan Picado

Language	Spanish	Client	Mary Pettis
Date	Thu, Aug 28, 2008		Columbia Heights School District #13
Time	3:45 PM		1440 49th Avenue NE
Interpret For (Party Name)	Nutrition Program		Columbia Heights, MN 55421
			763-528-4434
			763-528-4437 Fax
			PettisM@colheights.k12.mn.us
Case Number		Case Type	
Location	Valley View Elementary	AdrMainCounty	
Directions	800 - 49th Ave, Columbia Heights, MN		

Transportation Provided by Interpreter

#### Additional Instructions / Information

Spanish interpreter on 8/28/08 at 3:45 pm at Valley View Elementary School's Open House for a child nutrition program. Ask for Adrienne Gooley.

Client Rate	\$40.00	first hour	\$40.00	each additional hour	\$0.505	/mile & parking
				2 hour minimum		

This is a confirmation of your request for interpreter services. At the completion of this assignment, we will invoice you for services provided. If a purchase order number is required, please call 763-572-9711.

If less than a 48 hour notice is given, a two hour minimum will be charged. Agreement is in effect from the time the order is placed. Cancellation fee will be assessed even if a re-schedule date is determined.

**This is a copy of our Interpreter agreement.** Total cost \$157.68

## **Documentation page D**

Dear Parents and Guardians,

Columbia Heights School District uses the Federal School Lunch Program. This Program offers students who qualify, a free or reduced lunch and breakfast at school. In order to apply for this an Application for Education Benefits must be completed at the beginning of each school year and turned in as soon as possible to the Child Nutrition Department. If your student has qualified in the past school year they will temporarily be put onto that status until October 1<sup>st</sup> of the new school year. After that all students who have not had their Application for Education Benefits turned in and approved will go to a full pay status. The district has 10 days to process the application so lunch money may be needed to be put into the students lunch account if they are already coming though the school kitchen to eat before the application is processed. **If you are receiving this notice your student needs to have this application completed as soon as possible and returned to the school office or kitchen.**

Thank you!

Adrienne Gooley  
Child Nutrition Manager Valley View 763-528-4222

Queridos Padres o Guardianes:

El Distrito de Columbia Heights emplea el programa Federal de Comidas Escolares. Este programa ofrece a los estudiantes que califiquen, una comida gratis o reducida en la escuela. El procedimiento para aplicar con el fin de obtener este beneficio es llenar la forma de Solicitud para Beneficios Educativos al principio del año escolar y devolverla al Departamento de Nutricion del Niño. Si su hijo(a) ha sido aprobado en el año escolar anterior, el(ella) serán puestos en el sistema nuevamente el siguiente año escolar pero el ultimo día para devolver la forma sera el 1ro de Octubre del año escolar. Después de esto los estudiantes que no devuelven la forma tendrán que pagar el costo correspondiente por comida. El distrito tiene 10 días para procesar las aplicaciones, entonces el dinero correspondiente a las comidas debe ser puesto en las cuentas de cada estudiante, por si ellos comienzan a comer en la escuela antes de que su aplicación sea procesada.

Su usted recibe esta nota su hijo(a) **tiene que llenar la aplicación de Solicitud para Beneficios Educativos** lo más pronto posible y devolverla a la escuela, puede entregarla en la oficina o en la cocina.

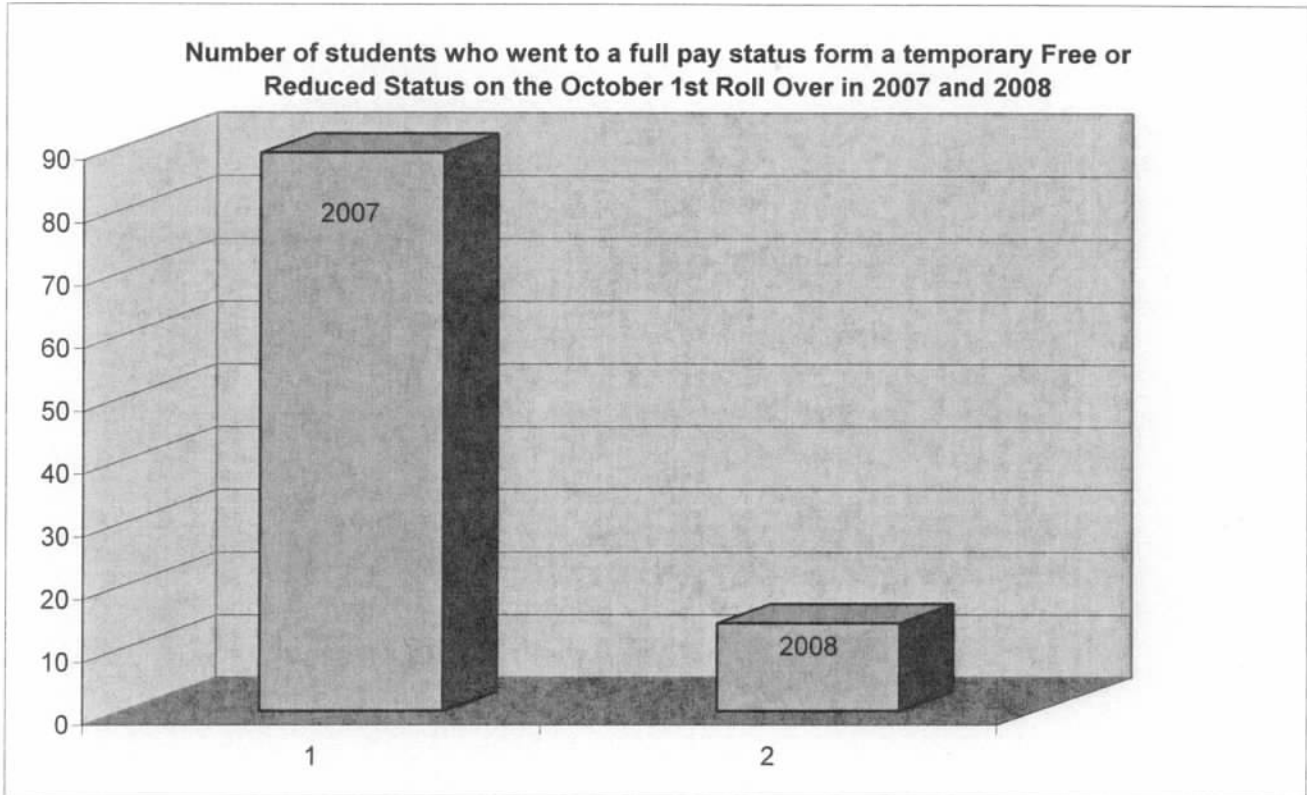
Gracias!

Adrienne Gooley  
Child Nutrition Manager Valley View 763-528-4222

**This is a copy of the letter that was created to send home with the students who still needed to have their Application of Educational Benefits completed. We sent this home starting the second week of school. The Somali copy was not able to fit on the page. A special "Thank You" to Adriana Moralas and Koshin Ahmed who did the translations on this letter, and for the posters shown on Documentation page A. Cost \$0.00**

## Documentation page E

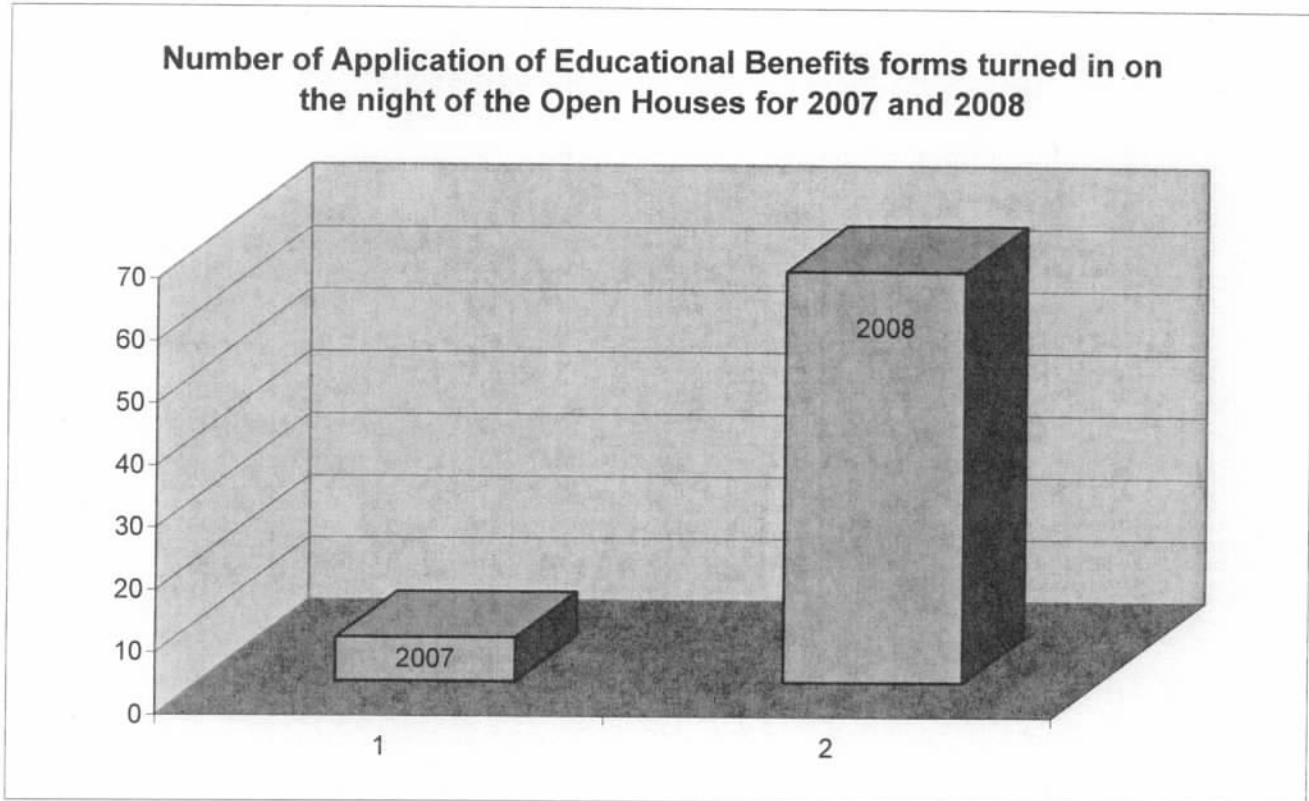
### Results for goal number 1



**There was a decrease of ( 84%) in the number of children who rolled off a Temporary Free of Reduced status, due to not having a completed Application of Educational Benniftis forms, from the 2007-2008 school year to the 2008-2009 school year.**

## Documentation page F

### Results for goal number 2



**There was an increase of 842% in the amount of completed forms that were turned in from the 2008 Open House to the 2007 Open House.**

*As a side note: 36 of the Application of Educational Benefits turned in the night of the 2008 Open House were Spanish applications.*