

**BOARD OF TRUSTEES  
AGENDA**

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
-----------------------------------	---	----------------------------------

(A)  REPORT ONLY  RECOGNITION

**Presenter(s): Rolando Salinas, Deputy Superintendent for District Operations  
Mario Garcia, Food Service Director**

**Briefly describe the subject of the report or recognition presentation.**

PRESENTATION OF TEXAS DEPARTMENT OF AGRICULTURE SCHOOL NUTRITION PROGRAM AND FOOD SERVICE DEPARTMENT.

(B)  Action Item

**Presenter(s):**

**Briefly describe the action required.**

**(C) Funding Source: Identify the source of funds if any are required.**

**(D) Clarification: Explain any question or issues that might be raised regarding this item.**




# EAGLE PASS INDEPENDENT SCHOOL DISTRICT

## *Food Service Department*

### MEMORANDUM

TO: Rolando Salinas, Deputy Superintendent for District Operations

FROM: Mario E. Garcia, Food Service Director 

DATE: August 01, 2018

SUBJECT: BOARD MEETING PRESENTATION

In an effort to inform the Eagle Pass ISD Board Members about the Food Service Department, we would like give a presentation in the upcoming Board Meeting on August 14, 2018. The presentation would include the following:

- Texas Department of Agriculture School Nutrition Program
  - Administrative Review
  - Procurement Audit
- Food Service Department
  - Department Changes
  - Cafeteria Innovations

Please see attached presentation.

Please feel free to contact me regarding this matter.

Thank You

Xc: Gilberto Gonzalez, Superintendent of Schools



## MEMORANDUM

TO: Gilberto Gonzalez, Superintendent of Schools

FROM: Rolando Salinas, Deputy Superintendent for District Operations *RS*

DATE: August 2, 2018

SUBJECT: Agenda Item – TDA School Nutrition Program

Attached please find agenda item that will be presented on upcoming Board Meeting on August 14, 2018.

The presentation will be a brief overview of the Texas Department of Agriculture School Nutrition Program and the Food Service Department changes for the 2018-2019 School Year.

Your consideration is greatly appreciated.

RS/ggf

# Eagle Pass ISD School Nutrition Program 2017-2018

Presenter: Mario E. Garcia  
Food Service Director

## Outline

### Texas Department of Agriculture School Nutrition Program

- Administrative Review

- Procurement Audit

### Food Service Department

- Department Changes

- Cafeteria Innovations

## About the Administrative Review

The Richard B. Russell National School Lunch Act, as amended by the Healthy Hunger-Free Kids Act of 2010, requires TDA to conduct an Administrative Review (AR) of School Nutrition Programs (SNP) at least once every three years.

TDA will evaluate compliance with: Meal Access and Reimbursement, Meal Pattern & Nutritional Quality, Resource Management, General Program Compliance and the operation of any other applicable SNP federal programs.

The AR begins approximately 12 weeks prior to TDA doing an on-site review of program operations with the off-site portion of the review.

The review is risked based, gathering information and documentation samples during the off-site review and then conducting a more targeted review on-site.

Staff will utilize the Texas Unified Nutrition Programs System (TX-UNPS) when providing written responses to questions and uploading requested documentation.

## Admin Review Timeline

June 12, 2017 - TDA notice of AR and PA for 2017/2018 School Year

November 7-10, 2017 - Administrative Review conducted

November 10, 2018 - AR Exit Conference (12 Findings requiring Action)

December 12, 2017 - New Food Service Administrators approved

December 13, 2017 - **Procurement Review Initiation Notice**

January 4, 2018 - **Procurement Review document submission**

January 10, 2018 - First submission of Admin Review Corrective Actions

January 18, 2018 - **Second Procurement Documentation Submitted**

March 01, 2018 - Second Admin Review Corrective Actions Required

March 16, 2018 - Second submission of Admin Review Corrective Actions

April 12, 2018 - TDA approved all Admin Review Corrective Actions

April 16, 2018 - **Procurement Audit Closed**

June 12, 2018 - Administrative Review officially closed

## Administrative Review Areas of Concern

- 300 - Meal Counting and Claiming (1)
- 800 - Civil Rights (2)
- 2100 - Special Provision Options (1)
- Resource Mgt Comprehensive Review (2)
- 400 - Meal Components and Quantities (3)
- 1400 - Food Safety (1)
- 1300 - Water (1)
- 1100 - Smart Snack in School (1)

12 Corrective Actions Total

## Procurement Audit Requests

- List of all vendors for Food Service
- Rules and Policies for Procuring
- Food Service General Ledgers
- Purchase Orders and Invoices
- Contracts

0 Corrective Actions Needed

# Timeline Calendar

December 11	12 Pending Admin Review Board Approved	13 Procurement Review Initiated	14 Procurement Coordination Meeting w/ Business Office	15 Meet w/ PEIMS & Technology
18 Meet w/ PEIMS & Technology	19 On-Line Procurement Submission	20 Region 20 Meet	21 Meet w/ PEIMS & Technology	22
25 Winter Break	26 Winter Break	27 Winter Break	28 Winter Break	29 Winter Break
January 1, 2018 Winter Break	2 Winter Break	3 Winter Break	4 Procurement Audit Documentation Submitted	5 Winter Break
8 Employee Training	9	10 Admin Review Responses Submitted	11	12
15	16	17	18 Second Procurement Documentation Submitted	19
22	23 Menu Planning for SNP	24 Food Production Records Training	25	26
29	30	February 2 - SNP Meal Pattern 20 - Procurement for the NSLP	March 01, 2018 - Second Admin Review Corrective Actions Required	2
5	6	7	8	9
12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break	16 March 16, 2018 - Second submission of Admin Review Corrective Actions
19	20	21	22	23

# Department Changes

## 2017-2018

- Ertrition Configuration
  - Point of Sale
  - Benefit Type / Application Type
  - Community Eligibility Provision
- Standardized Documents
  - Recipes
  - Forms
  - Food Production Records
- Trainings
  - Region 20
  - TDA
  - Food Handlers Certifications Updated
  - Texas Food Managers Certification

## 2018-2019

- Menu
  - Scratch Cooking
  - 5 Week menu cycle
  - Reduction of meal repetitions
  - Esthetics/Presentation of food
- Menu Module - TDA
  - Recipes
  - Products
  - Food Production Records
  - Monthly Planner
- Excess Inventory reduction

# Menu and Recipe

## Enchilada Friday Menu

- Enchiladas -or-
- Soft Chicken Taco
- WG Mexican Rice
- Pinto Beans
- Salsa
- Pineapple Tidbits

### Must Include:

- Grain, Meat, Fruit, Vegetable, and Milk
- Reds, Greens, Legumes, and Starch
- Sodium level for the week
- Fat/Calorie level for the week

E.P.I.S.D FOOD SERVICE DEPARTMENT  
Recipe No. M-24

<b>Enchiladas</b>		Yield: <b>100 servings</b>
Serving Size: 2 ea. Contr. = 2 mins 2 G		Category: <b>MEAT</b>
		Cooking temperature: <u>Varies</u> Cooking time: <u>28 minutes</u>
Revised: 3/5/2018		

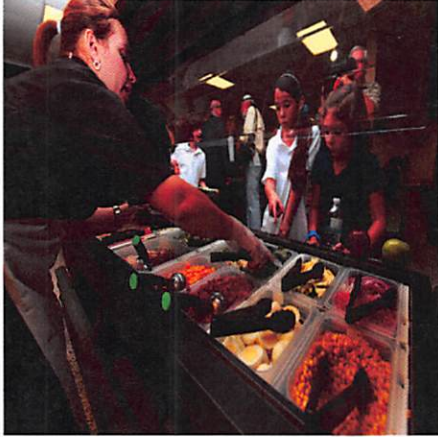
Ingredients	Amount	For	For	Directions
<b>Sauce for enchiladas</b>				
Chili powder	1/2 lb			1. In mixing bowl dissolve chili powder, garlic, cumin, oregano, and salt
Garlic, granulated	1/4 cup			Add water and beat with wire whip, so that it will not clump
Cumin powder	1/8 cup			2. Add oil to frying pan. Add flour and brown at 350° F. Add mixture to
Oregano	1/8 cup			frying pan and stir constantly. Cook until thickened for about 15 to 20
Salt	1/4 cup			minutes.
Water	2 gals			3. Pour sauce in 5 gal containers let cool and refrigerate for next day.
<b>Filling for enchiladas</b>				
Flour, all purpose	3/4 lb			***** Scoop # 16 for cheese filling *****
Oil	2 cups			
Tortillas, corn (50 ct)	4 pkg			4 Heat tortillas in convection oven for about 2 to 4 min. lightly brushed in
Oil	1/4 cup			oil Place tortilla in 16X26X4 pan place in warmer until used Place tortilla
Onions, fresh chopped	3/4 lb			on sheet pan fill with cheese filling and arrange 66 enchiladas per pan.
Cheese, American	5 1/2 lbs			Pour about 2 qts of sauce per pan, heat for about 12 minutes and serve
Cheese mozzarella	5 1/2 lbs			***4 lbs = 64 oz = 2 oz (inside the enchiladas)
Cheese Cheddar	5 1/4 lbs			***1 lb = 16 oz = 4 oz (on top of enchiladas)
				***66 enchiladas divided by 2 = 33 secondary and adult servings.
				***66 enchiladas divided by 2 = 33 elementary student servings.
				***66 enchiladas divided by 2 = 33 Pre-K and Kinder students.

# Cafeteria Innovations for 2018/2019

- Salad Bars at C.C. Winn and Eagle Pass High School Fall 2018
- Memorial Junior High and Eagle Pass Junior High to follow with Salad Bars
- Sac Meals - Grab and Go Pilot Program for Junior Highs
- Healthier choices for elementary schools
  - Healthier snacks
  - Salads
- Esthetics of how meals are served



# Salad Bars



# Grab and Go



# Healthier Choices



# Must Choose 3-5 for a Reimbursable Meal



**Fruit**  
**1/2-1 cup**  
per day

**Grains**  
**2 oz-eq.**  
minimum daily

**Milk**  
**1 cup**  
fat-free or 1% low fat

**Vegetables**  
**3/4-1 cup**  
per day

**Meat/Meat alternate**  
**2 oz-eq.**  
minimum daily

Based on requirements for grades 9-12  
Oz-eq. refers to ounces-equivalent

## Highlights

All cafeterias have a certified Managers with a Texas Food Managers Certification

All forms and recipes have been standardized

All cafeterias have been analyzed to be fully staffed

Staff received training

Successfully fulfilled TDA/JA White Procurement Review

Successfully fulfilled the TDA Administrative Review

All cafeterias passed the state and local Health Inspections

## Questions?

