

## MEMORANDUM

November 30, 2015

**TO:** The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

**FROM:** Alberto M. Carvalho, Superintendent of Schools *AMC*

**SUBJECT:** **STAFF FOLLOW-UP: BOARD MEETING OF SEPTEMBER 9, 2015, AGENDA ITEM H-8, THE SCHOOL CAFETERIA: RESPECT, APPRECIATION, AND RESPONSIBILITY**

At the School Board meeting of September 9, 2015, the Board approved Agenda Item H-8, proffered by School Board Member Dr. Martin Karp, requesting that the Superintendent develop positive mealtime experiences by implementing roles for students to experience meaningful learning opportunities in school cafeterias.

Student involvement in the school cafeteria is an integral component of several programs supported through the Department of Food and Nutrition. For example, The Education Fund's Garden to Cafeteria Program includes opportunities for students and teachers to dine together in the cafeteria, incorporating table manners and healthy food choices in the context of the school garden. This program promotes student meal participation and healthier eating options.

Additionally, the Common Threads After School Program provides students a culturally-diverse cooking and nutrition curriculum to develop healthy life-long eating habits and includes supervised culinary experiential activities in the school cafeteria.

To expand roles for students to provide additional learning opportunities in the cafeteria, the School Wellness Council will guide the following activities:

- School Wellness Councils will select student ambassadors to the cafeteria on a monthly basis to promote an appreciation for healthy food choices and a healthy school environment.
- Student ambassadors may be individuals or groups, such as the Student Council, an athletic team or service club, etc.
- Student ambassadors will announce breakfast and lunch daily menu offerings via the school's morning announcements.
- Student ambassadors will participate in creating School Cafeteria Marketing Plans which will include: creating posters, writing articles for the school newsletter or web site, and creating social media posts through the school if applicable.

If you have any questions regarding this matter, please contact Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operating Officer, at 305 995-2938, or Mr. Steffond L. Cone, Assistant Superintendent, School Operations, at 305 995-7415.

AMC:bc  
M453

cc: School Board Attorney  
Superintendent's Cabinet  
Mr. Steffond L. Cone



MEMORANDUM

March 13, 2015

TO: The Honorable Chair and Members of The School Board of Miami-Dade County, Florida

FROM: Alberto M. Carvalho, Superintendent of Schools *AMC*

SUBJECT: **STAFF FOLLOW-UP: SCHOOL BOARD MEETING OF JANUARY 14, 2015, AGENDA ITEM H-5, SCHOOL CAFETERIA ENVIRONMENT**

At the School Board meeting of January 14, 2015, the Board approved agenda item H-5, proffered by Dr. Martin Karp, School Board Member, authorizing the Superintendent to evaluate current levels of supervision and the environment for elementary grades in school cafeterias; and explore ways to improve upon the supervision and environment for elementary grades in school cafeterias and examine the feasibility of such efforts.

Research at the Johns Hopkins Bloomberg School of Public Health suggests that we can focus on menus and healthy choices in the school lunch program, but if children do not have the time to eat or are distracted by how loud the cafeteria is, or do not feel safe, they're not going to eat it.

To this end, School Operations conducted a districtwide survey to evaluate the current level of supervision and the current school cafeteria environment in our elementary grade school cafeterias; in addition to the method in which lunchroom monitors are allocated.

As a result, Principals' response to the survey strongly agreed that the school cafeteria lunchroom is a positive and safe environment to eat lunch. However, more than half disagreed that the ratio of lunchroom aides is sufficient to address the various needs from school to school. Additionally, to address the effectiveness of lunchroom aides, the District will continue to monitor the lunchroom aide allocation on a site by site basis.

To this end, School Operations in collaboration with principals will develop a set of *Positive Mealtime Experience Protocols* to serve as a resource tool for Principals. These protocols will be included in the Opening of-Schools Guide and shared via Weekly Briefings with principals. Additionally, the Principal will share with lunchroom monitors these protocols that follow lunchroom etiquettes and institute a level of expectations that will encourage and promote a positive cafeteria environment.

Moving forward, elementary school principals will be instructed to develop an action plan to be included in each school's Wellness Council, comprised of parents, students, cafeteria support staff and instructional staff, to further build a positive school cafeteria climate.

If you have any questions regarding this matter, please contact Mrs. Valtena G. Brown, Deputy Superintendent/Chief Operating Officer, School Operations, at 305 995-2938.

AMC:cg  
M766

cc: School Board Attorney  
Superintendent's Cabinet

**2015-2016 Operational Protocols (Excerpt)****Positive Mealtime Experience Protocols**

- Establish a Wellness Council at the beginning of the year. This council consisting of parents, students and cafeteria support staff is responsible in developing an action plan for promoting a positive mealtime experience
- Conduct a meeting on promoting positive behavior, mealtime manners and handling problem behaviors with Lunchroom Monitors, Security Monitors and related personnel responsible for the supervision of the cafeteria during breakfast and lunch
- Schedule recess before lunch in grades K-5 as often as possible
- Establish a presence in the cafeteria during mealtimes along with Security Monitors and Lunchroom Monitors
- Establish, Display and Review clear rules that outline expected cafeteria behavior on a regular base with students
- Establish incentives for classes that demonstrate model student behavior in the cafeteria to foster enjoyable social interactions
- Design the cafeteria to look more like a café and make it more inviting by exhibiting student art work promoting healthy foods and fun physical activities
- Develop strategies for students at-risk of experiencing challenges in the cafeteria that can be implemented by the staff supervising the school cafeteria

**Maintain a Healthy School Environment**

- Schedule meeting with the cafeteria staff periodically to discuss opportunities for improving the cafeteria climate
- Create a fun way to introduce your school food service staff to students and teachers in order to give staff proud ownership of the meals they turn out
- Create table mats with the assistance of the art teacher
- Create art projects at least twice a year with positive messages and post throughout cafeteria
- Play movies and/or music on special days
- Promote Chess, Checkers, Backgammon competitions as an incentive during the last part of the lunch period
- Schedule a special guest to read to students while they eat
- Schedule administrators to serve in the lunch line alongside cafeteria workers
- Create a cafeteria and safety committee to establish rules, expectations and incentives



- Develop a script for the lunch monitors to follow
- Use wireless microphones throughout the cafeteria to allow for more movement by the lunch monitors and administrators
- Schedule PE/recess before lunch as often as possible
- Provide trainings for cleaning protocols, i.e., mopping, wipe down of tables
- Create a checklist with activities to assist with the cleanliness of tables
- Strategically schedule lunch for students
- Encourage weekly or monthly "taste tests" where students can rate different meal options or try new foods
- Advertise menus in advance, highlighting weekly health specials
- Provide "grab n' go" breakfast or a breakfast cart filled with healthy favorites as provided by the Department of Food & Nutrition
- Display posters or encourage the art teacher to have students paint posters promoting healthy foods
- Work together with social studies and language teachers to inspire students to learn where foods come from

## ALL ELEMENTARY/K8 PRINCIPALS/APS - Encouraging Positive School Cafeteria Climate

**Category: Required Action****Audience:** Principals/APs (Elementary)

Due Date: n/a

Meeting Date: n/a

To provide information on promoting a positive school cafeteria mealtime environment and introduce the Positive Mealtime Experience Protocols.

- School cafeterias should be a positive and safe place for students to eat their lunch, therefore, any opportunity to improve upon the environment and supervision of cafeterias in elementary schools should be exercised.
- At the School Board meeting of January 14, 2015, the Board approved agenda item H-5, proffered by Dr. Martin Karp, School Board Member, authorizing the Superintendent to evaluate current levels of supervision and the environment for elementary grades in school cafeterias; and explore ways to improve upon the supervision and environment for elementary grades in school cafeterias; and examine the feasibility of such efforts.
- Research at the John Hopkins Bloomberg School of Public Health suggests that we can focus on menus and healthy choices in the school lunch program, but if children do not have time to eat or are distorted by how loud the cafeteria is, or do not feel safe, they're not going to eat it.
- In February, School Operations conducted a district wide survey to evaluate the current level of supervision and the current school cafeteria environment in our elementary grade school cafeterias; in addition to the method in which lunchroom monitors are allocated.
- Additionally, a workgroup of Elementary School Principals was formed and the **Positive Mealtime Experience Protocol** was created.

**Positive Mealtime Experience Protocols:** The school cafeteria should be a positive healthy environment. The cafeteria should provide a time for students to relax, socialize and become nourished. These Protocols below establish a set of criteria to improve the overall mealtime environment climate.

- Establish a Wellness Council at the beginning of the year. This council consisting of parents, students, and cafeteria support staff is responsible in developing an action plan for promoting a positive mealtime experience.
- Conduct a meeting on promoting positive behavior, mealtime manners and handling problem behaviors with Lunchroom Monitors, Security Monitors and related personnel responsible for the supervision of the cafeteria during breakfast and lunch.
- When possible, schedule recess before lunch in grades K-5.
- Establish a presence in the cafeteria during mealtimes along with Security Monitors and Lunchroom Monitors.
- Establish, Display and Review clear rules that outline expected cafeteria behavior on a regular base with students.
- Establish incentives for classes that demonstrate model student behavior in the cafeteria to foster enjoyable social interactions.
- Design the cafeteria to look more like a café and make it more inviting by exhibiting student art work promoting healthy foods and fun physical activities.
- Develop strategies for students at-risk of experiencing challenges in the cafeteria that can be implemented by the staff supervising the school cafeteria.

**Contact:** Cynthia Gracia ( 305 995-1891 )**Department:** School Operations

Briefing ID #: 17273

ALL PRINCIPALS/APs: Annual Principal's Wellness Checklist

**Category:****Audience:** All Principals/APs**Due Date:** Apr 30, 2015**Meeting Date:** n/a**Attachment(s):** [8510 - Wellness Policy.pdf](#)  
[2015 Annual Principal's Wellness Checklist.pdf](#)

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To inform Principal's of the Annual Wellness Checklist that was created as an assessment tool to measure feasibility of the District's Wellness Policy.

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- The District's Wellness Policy was revised and approved at the School Board meeting of January 14, 2015.
- The Wellness Policy is available on the Department of Food and Nutrition webpage in English, Spanish, and Creole at <http://nutrition.dadeschools.net/>.
- Please complete the attached fillable Annual Principal's Wellness Checklist and send it to Audra Wright, Nutrition Wellness Coordinator, via email [awright3@dadeschools.net](mailto:awright3@dadeschools.net) or by fax at 786 275-0840, by Thursday, April 30, 2015.

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**Contact:** Penny Parham ( 786-275-0420 )  
**Department:** Food and Nutrition



Briefing ID #: 17274

ALL ELEMENTARY/K8 PRINCIPALS/APS: Activities for Encouraging Positive School Cafeteria Climate  
**Category: Required Action**

**Audience:** Principals/APs (Elementary)

**Due Date:** n/a

**Meeting Date:** n/a

To provide Elementary school/K8 Center Principals with activities for the purpose of promoting a positive cafeteria mealtime environment.

In February, a workgroup of Elementary School Principals in collaboration with School Operations developed the **Positive Mealtime Experience Protocol** which establishes a set of criteria to improve the overall mealtime environment climate (Weekly Briefing #17236). The following activities were created and are provided as suggested activities to promote a positive healthy environment in the cafeteria:

- Schedule meetings with the cafeteria staff periodically to discuss opportunities for improving the cafeteria climate.
- Create a fun way to introduce your school food service staff to students and teachers in order to give staff proud ownership of the meals they turn out.
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- Create table mats with the assistance of the art teacher.
- Create art projects at least twice a year with positive messages and post throughout the cafeteria.
- Play movies and/or music on special days.
- Promote Chess, Checkers, Backgammon competitions as an incentive during the last part of the lunch period.
- Schedule a special guest to read to students while they eat.
- Schedule administrators to serve in the lunch line alongside cafeteria workers.
- Create a cafeteria and safety committee to establish rules, expectations and incentives.
- Develop a script for the lunch monitors to follow.
- Use wireless microphones throughout the cafeteria to allow for more movement by the lunch monitors and administrators.
- Schedule PE/recess before lunch as often as possible.
- Provide trainings for cleaning protocols, i.e., mopping, wipe down of tables.
- Create a checklist with activities to assist with the cleanliness of tables.
- Strategically schedule lunch for students.
- Encourage weekly or monthly "taste tests" where students can rate different meal options or try new foods.
- Advertise menus in advance, highlighting weekly health specials.
- Provide "grab n' go" breakfast or a breakfast cart filled with healthy favorites as provided by the Department of Food & Nutrition.
- Display posters or encourage the art teacher to have students paint posters promoting healthy foods.
- Work together with social studies and language teachers to inspire students to learn where foods come from.

**Contact:** Cynthia Gracia ( 305 995-1891 )

**Department:** School Operations