



MEETING MINUTES (DRAFT)

Twin Cities German Immersion School PTO

Date: 3/11/14

Location: TCGIS Cafeteria

Meeting Called To Order By: Kami Blackwell Kinney, PTO President

Time: 6:32 PM

In Attendance: Gregor Adriany, Kami Blackwell Kinney, Matt Burress, Beki Cook, Nancy Dilts, Dustin Fay, Natalie Freund, Kirsten Holmlund, Jeff Horton, Kelly Huxmann, Astrid Knott Johnson, Kristi Johnson, Susan Block Johnson, Mickey Jurewicz, Kim Koempel, Lisa Linnell, Cindy Miller, Charles Nielson, Heather Ninow, Shelley Parker, Traci Quinnell, Michelle Sheire, Karin Spencer, Katie Stephens, Blaine Strobe, Kari Swedberg, Annegret Theis, Angela Thomas, Elizabeth Tobias, Peter Tobias, Christine VeLure Roholt, Alexandra Weeding, Chris Weimholt, and Sue Westacott

SUMMARY OF MEETING

Meeting began with quick introduction of PTO officers. A flyer with yearbook ad info was also passed around.

Agenda: A revised agenda with slight changes was approved.

Minutes: Minutes from February 11 meeting were approved as written.

TEACHERS' UNION REPORT

Susan Block Johnson & Katie Stephens

Susan Block Johnson and Katie Stephens introduced themselves as the newly elected President and Vice President, respectively, of the TCGIS teachers' union. Other officers include Mandi Rosenthal (Treasurer) and Caro Bindert (Secretary). The teachers' union is hoping to work closely with the PTO and will have a liaison to the PTO to keep that relationship strong. They also passed out a letter drafted to the TCGIS parent community. Officers will be present at next month's meeting to hold a discussion. Parents are encouraged to pre-submit questions before that meeting. One goal of the union is to improve communication with parents. Unfortunately, they cannot contact parents using email lists generated from the school — they need to get contact information directly from parents. To this end, they passed around a signup list for those interested in receiving information. Feel free to contact the union officers directly for information. They are hoping to have an email address established very soon.

SCHOOL BOARD REPORT

Gregor Adriany (Board Member, Parent Liaison)

At the last meeting, the Board discussed how to make up school days lost due to winter weather. After much discussion and input from the community, the Board voted to convert two of the remaining three early-release days into full teaching days. The options of adding extra days at the end of the school year and/or changing any of the Friday holidays to school days were voted down.

Board member Carley Stuber resigned in December. There were four applicants: considered for her position; the Board voted for Kelly Laudon. Renee Moelders, current Board member and Treasurer, will also be leaving this spring. The Board is actively looking for applicants to fill her position. She had renewed her term to 6 years in all. A total of three board positions are immediately open for the next election — possibly more if the Board votes to increase the size of the board temporarily. Strategic planning will be key for this next iteration of the Board. It is a critical time in the school's growth so please consider running.

The Board had invited parents to come and offer input at the last meeting. Some people came and spoke at the

beginning of the meeting during the open forum time. (Community members are free to speak for up to three minutes each on a topic of concern.) There was some frustration as the concerns brought up were not actually discussed by the Board until much later in the meeting. Going forward, the Board hopes to allow for greater input from the parent community on Board decisions.

Someone asked Gregor if he thought the Board would make any changes to how the meetings were structured in order to allow more opportunities for parents and community members to speak. Board Chair Matt Schneider recognizes that the current structure is not ideal, and there is a plan to make it better. They recognize the need to allow for meaningful structured dialogue. Gregor will personally try to help move some of these changes forward.

ADMIN REPORT

Jeff Horton (Assistant Director)

Dropoff/pickup — A committee made up of TCGIS parents, Administration, and community members met recently. They agree that things have been going much better. Long-term plans include new No Parking signs posted by the city of St. Paul on the south side of Como. Other possibilities include widening Como, adding a parking bay, and providing routes for getting in and out.

Construction — Construction updates will come out on Fridays so parents have the weekend to review them.

Playground Committee — Trish Stinnett will continue working with us. There is a meeting planned for the 25th. The committee is working on phase I of a three-phase plan to determine where the playground will be by the start of next school year. The committee will be soliciting input from students, parents, and teachers. What Trish showed us in a previous PTO meeting may not necessarily be what we end up with. The committee hopes to have a plan in place before Jeff leaves for the Capstone trip on May 16.

PTO OFFICERS' REPORTS

President, Kami Blackwell Kinney

Maskenball wrap-up — We are still doing some accounting to finalize numbers, but here are a few rough figures:

Auction earnings:	\$11,000 (budget)	\$14,000 (actual)	
Party earnings:	\$6,500 (budget)	\$9,500 (actual)	
Total gross:	\$16,000 (budget)	\$23,000 (actual)	\$18,000 (net)

A Maskenball debriefing will happen soon. A Doodle poll will be sent out soon to determine a date. At the debriefing we'll evaluate what went well and not so well, and discuss what will happen in the future.

Retreat — Twenty-eight people came for the retreat. We shared reflections on the school year so far, the PTO organization itself, as well as how we make and spend our money. Out of these conversations arose the desire to set up two task forces for further discussion: "How We Make and Spend Our Money" & "Organizational Structure." Watch for information on how to join either of these two groups. One organizational change we discussed is to reconfigure the current Archivist and Secretary positions to Recording Secretary & Communications/Engagement Officer. A follow-up communication will be sent to all retreat attendees.

Upcoming volunteer opportunities:

- March 13 Conference Night Pizza Dinner — need 3 people to help set up; small time commitment (1 hour)
- March 26 Davanni's Pizza Night (Roseville) — need someone to coordinate
- May 5-9 Teacher Appreciation Week — need someone to help generate ideas and coordinate events (Nicole Grenz needs help!)
- Spring Strudel Sale — Shelley Parker will help out but needs to train someone else in, as she will be candidate for next year's PTO President
- Teacher Lounge Makeover — generated \$715 for the project from special appeal at Maskenball; need someone to assess needs and make it happen

Question from the group: What about using Davanni's for the conference pizza night instead of Pizza Lucé? They typically donate every year.

Treasurer, Marilee Tuite

The Finance Committee met recently to review reports and to sign off on the bank statement for February. The bank statement is available for public viewing tonight.

The YTD budget vs. actuals report is not available tonight.

The bank balance for the end of February was \$31,810.79. This is almost \$20,000 more than last month, thanks to Maskenball!

There were five uncleared checks at the end of February, totaling \$1,401.85, for expenses related to Maskenball, PTO's annual insurance renewal, and Amity intern appreciation. That makes the total cash balance \$30,408.94. Again, that is as of February 28.

In March we will see more revenue from Maskenball, as well as a few final expenses paid out.

SPECIAL BUSINESS

Karin Spencer, PTO Vice-President

Karin led a discussion on the question of reimbursing for alcohol at intern/teacher appreciation functions off-site. One example would be the interns' night at Bryant Lake Bowl, where food and drink are consumed together (not just alcohol alone). The conversation brought up lots of questions: What do other PTOs do? Are there legalities involved? Does our liability insurance have clauses about this? (Most restrictions are due to liability or insurance concerns.) Can we limit the percentage of money that can go towards alcohol, or maybe just one beverage per person? There is also a concern about the appearance of reimbursing for alcohol — is this something we really want to get involved with? What kind of message does it send? If there is an accident, it affects the parent community as well (especially if interns are driving).

A little history was presented to establish why this discussion is even necessary. A few years ago the PTO received a \$156 receipt from teachers for an off-site alcohol bill. Bottles of wine and liquor were purchased — more than could have been consumed in one night. This was not a receipt for drinks at a bar. It was also over budget. Keep in mind this was an isolated incident.

The group agreed it was important to get specifics from our insurance company first before making any decisions. This topic could possibly be incorporated into the task force discussing "How we make and spend our money." All agreed to table the discussion for now.

TCGIS LUNCH SERVICE PRESENTATION AND Q&A

Blaine Strobe with Lancer Representative, Traci Quinnell

Blaine began the discussion with a rundown of why TCGIS switched from Done Right Foods to Lancer for this school year. She agreed that there was little external process involved in this decision, as compared to previous changes to the lunch program. Blaine cited three main reasons for the switch: quality, consistency, and value. There was trouble with Done Right's quality. They did not always deliver vegetable produce that we needed (some produce was not good/usable). Sometimes we did not even get the proper number of meals. There were six times during the last school year when the school bought pizza to offer kids at lunch because the correct number of meals were not delivered. Finally, TCGIS was losing money. Most lunch programs run on a deficit, but we were running on a BIG deficit. So far, Lancer is meeting our needs. Lunch sales are up 5% overall, and more orders are being placed and filled. (See data comparison chart on page 5.)

Traci Quinnell, General Manager at Lancer Catering, offered a presentation to address questions from the TCGIS community. Her presentation is found at the end of these minutes. Additional topics and questions from the group are included here:

- Why more beef? Pork is not allowed, and meals with beef are generally popular. Lancer has tried to offer

fish in the past, but it was not well received.

- Vegetarian selections — The idea was to keep the vegetarian meals similar to the regular meals so that kids would be eating similar meals as their friends. Lancer is willing to revisit this idea for next year.
- Terminology on menus can be strange: what is a “vegetarian chicken nugget”?
- Vegetarian and gluten-free menus are available by request.
- Condiments do not qualify as vegetables.
- As the sub-groups chart in Traci’s presentation show, the lunch service needs to offer a variety of vegetables over the course of a week. Lancer is doing that.
- Please do speak up if something is just not good. Lancer is willing to hear concerns. Some really good ideas have come from questions raised by the community.
- *How will kids be willing to try different things if the school lunch only serves “kid-friendly” foods?
Why only offer things that are known to be popular?
School lunch is a way of messaging — could we choose to NOT provide “fast-food” items?
Could we be more creative with our menu? Have a taste test of new items?
What about a farm-to-school program?
How about a fresh fruit and vegetable program? (requires applying for a grant) — if you follow that program, that’s where you can get alternative produce choices
Can we get a survey out to parents about the school program?
Is it possible to have less lead time for ordering? It is hard to think so far in advance sometimes.*

In future years, we may consider making our own food on-site, offering a salad bar, or buying in bulk, etc. The TCGIS lunch scene will continue to develop as our school grows.

Please contact Kami or Blaine with any further questions or comments. They will pass them on to Traci as necessary.

ANNOUNCEMENTS

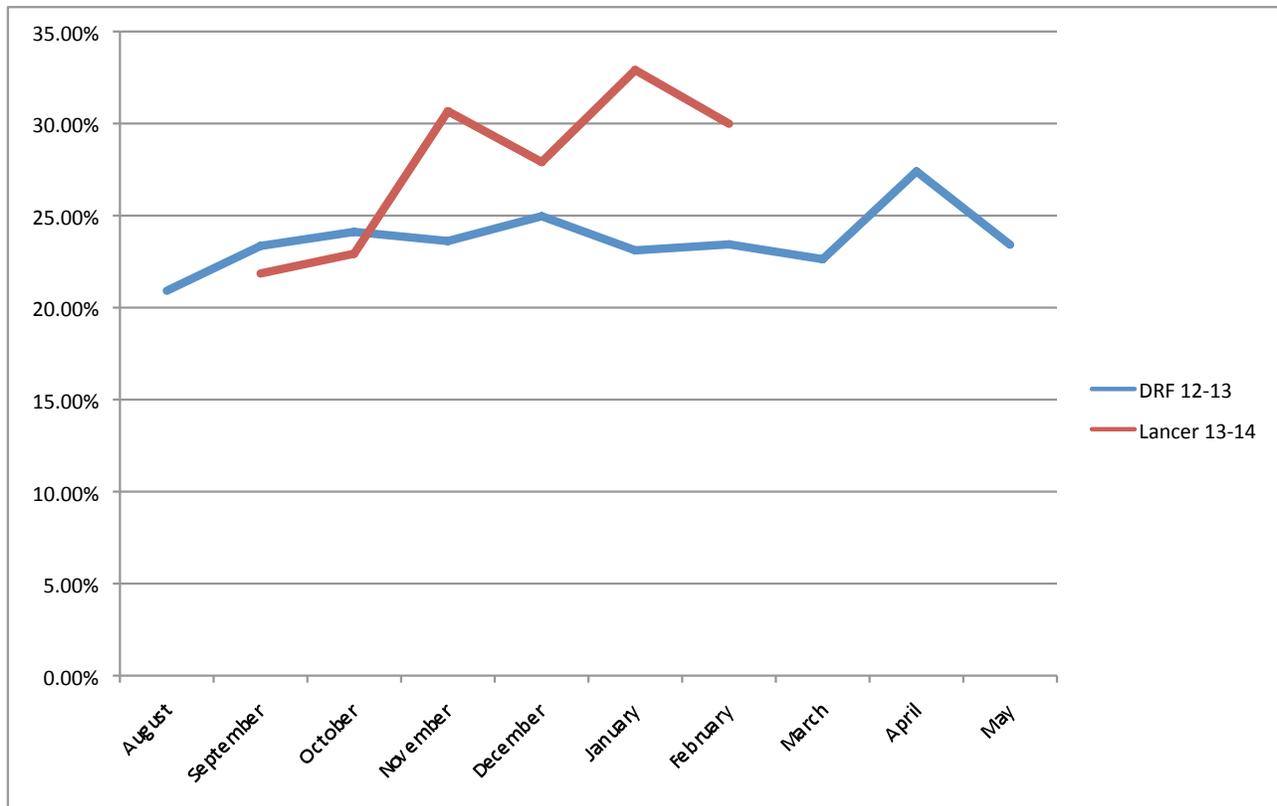
- Drawing for free Circus Juventas tickets: Sue Westacott is the winner!
- Open invitation to all to gather at Como Park Grill after tonight’s meeting.
- Next meeting: Tuesday, April 8, 2014 from 6:30 to 8:00 PM at TCGIS. Childcare will be provided.

Meeting Adjourned: 8:15 PM

Minutes Compiled By: Kelly Huxmann, PTO Secretary (2013–2014)

Data comparing Lancer Catering with Done Right Foods, courtesy of Blaine Strobe.

Date	Meals Served	Service Days	Average Attend	Ave Meals per	DRF 12-13	Lancer 13-14
August	256	4	306	64.00	20.92%	
September	1340	19	302	70.53	23.35%	21.85%
October	1509	21	298	71.86	24.11%	22.93%
November	1175	16	311	73.44	23.61%	30.67%
December	1161	15	310	77.40	24.97%	27.91%
January	1269	17	323	74.65	23.11%	32.91%
February	1333	18	316	74.06	23.44%	29.99%
March	1066	15	314	71.07	22.63%	
April	1881	22	312	85.50	27.40%	
May	1544	21	314	73.52	23.42%	
Sep-13	1604	20	367	80.20		
Oct-13	1767	21	367	84.14		
Nov-13	1670	15	363	111.33		
Dec-13	1507	15	360	100.47		
Jan-14	1540	13	360	118.46		
Feb-14	1965	18	364	109.17		
Average Percentage					23.70%	27.71%



- VALUE

Lancer Dining Services is
a division of Lancer
Hospitality.

- Over 80 schools and child cares
- Over 50 Senior Dining locations
 - 15 Community Colleges
 - MN ZOO
 - Science Museum of Minnesota
 - Como Zoo and ComoTown
- Woodland Zoo, Washington State
 - Memphis Zoo, Tennessee

● QUALITY

- Fresh vegetables and fresh fruits (local sustainable when available)
- Fresh frozen vegetables – never canned
- Baked or steamed products – never fried
- Whole grain breads baked fresh locally daily
 - Lean proteins
 - Products with minimal sugar and sodium content
 - All products contain 0 Trans fat
 - We only use whole grain products

- # Healthy Hungry-Free Kids Act 2010

Championed by Michelle Obama, this Act allowed the USDA to make the first major changes in school meals in 15 years.

The final rule of changes will take place over the course of 10 years. The first set of changes occurred in 2012-13. This year was an interim year to allow schools the time to certify their menus for completion. Some of the changes that occurred were offering vegetable subgroups weekly instead of just “vegetables”. Offer fruit daily. Half of the grains needed to be whole grain. Meat proteins now had a maximum to serve. Calories, saturated fats, sodium and zero grams of trans fat per portion all had dietary specification.

In 2012-13, Lancer Dining provided all of our customers with HHFKA certified menus which allowed those on the National School Lunch Program to receive an additional 6 cents reimbursement per meal. We have continued to exceed the requirements that were added in 2013-14 and some of our nutritional targets meet or almost meet 2014-15 as well.

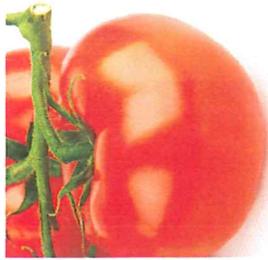
LINKS TO MENU PLANNING PROVIDED BY THE USDA AND MN DEPT OF EDUCATION

<http://www.extension.umn.edu/family/health-and-nutrition/school-foodservice-training-and-resources/great-trays/menu-planning/>

https://www.educateiowa.gov/sites/files/ed/documents/1314_np_lt_goldstar_cyclemenu.pdf

http://www.fns.usda.gov/cnd/Governance/Legislation/certtool_samplemenu.pdf

- **CONCERNS**
- **MENU CHOICES**
- **JUICE VS FRUIT**
- **SODIUM/CONDIMENTS**
- **VEGETABLES**



MARCH

K-8 School Lunch Menu



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

<p>3</p> <p>Meatball Sub Sandwich with Mozzarella Cheese Cowboy Corn Salad Pineapple Tidbits</p>	<p>4</p> <p>Beef & Cheese Nachos Seasoned Black Beans Shredded Lettuce Corn Tortilla Chips Fresh Apple</p>	<p>5</p> <p>Cheese Lasagna Rolls with Marinara Sauce Romaine Salad with Ranch Dressing Fresh Grapes Garlic Breadstick</p>	<p>6</p> <p>Juicy Hamburger on Bun Tater Rounds Ketchup & Pickles Banana</p>	<p>7</p> <p>Chicken Teriyaki Breast Fried Rice Mandarin Oranges Fresh Carrots ALT: PIZZA (REPLACE CHICKEN & RICE)</p>
<p>10</p> <p>Chicken Corn Dog Tater Rounds Fresh Carrots Fresh Apple</p>	<p>11</p> <p>Chicken Parmesan w/ Marinara & Cheese Brown Rice Pilaf Italian 3 Bean Salad Banana</p>	<p>12</p> <p>Beef Sloppy Joe on Bun Roasted Sweet Potatoes 100% Juice Cup ALT: Turkey Cold Cut Sub Sandwich (REPLACE SLOPPY JOE & BUN)</p>	<p>13</p> <p>Italian Meat Sauce w/ Rotini Pasta Romaine Salad with Ranch Dressing Diced Pears</p>	<p>14</p> <p>Macaroni & Cheese Chicken Nuggets Fresh Broccoli Ranch Dressing Fruit Cocktail ALT: PIZZA (REPLACE MAC & CHEESE & CHICKEN NUGGETS)</p>
<p>17</p> <p>Cheese Omelet Tater Rounds Dinner Roll & Jelly Fresh Apple ALT: Chicken Caesar Wrap (REPLACE OMELET & ROLL)</p>	<p>18</p> <p>Juicy Hamburger on Bun Steamed Corn Applesauce Ketchup & Pickles</p>	<p>19</p> <p>Breaded Chicken Patty on Bun Ranch Dressing Calico Bean Bake Creamy Coleslaw Fresh Orange</p>	<p>20</p> <p>Beef Tacos Taco Meat & Salsa Shredded Cheese Soft Tortilla Chopped Romaine Lettuce Refried Beans Banana</p>	<p>21</p> <p>Beef Hot Dog on Bun Fresh Carrots Diced Pears ALT: PIZZA (REPLACES HOT DOG & BUN)</p>
<p>24</p> <p>Popcorn Chicken with Orange Sauce Vegetable Fried Brown Rice Fresh Carrots Pineapple Tidbits</p>	<p>25</p> <p>BBQ Beef Riblet on Bun Steamed Corn Fruit Cocktail</p>	<p>26</p> <p>Turkey & Gravy Creamy Mashed Potato Fresh Apple Dinner Roll ALT: Turkey Cold Cut Sub Sandwich (REPLACES TURKEY GRAY & DINNER ROLL)</p>	<p>27</p> <p>Chicken Fajitas Tortilla Shredded Lettuce & Salsa Refried Beans Fresh Grapes Grades: 6 - 8 Brown Rice Pilaf</p>	<p>28</p> <p>Meatballs Marinara & Pasta Shredded Mozzarella Cheese Romaine Salad with Ranch Dressing Banana ALT: PIZZA (REPLACES MEATBALLS, PASTA & CHEESE)</p>
<p>31</p> <p>Meatballs & Gravy Roasted Sweet Potato Fresh Apple Dinner Roll ALT: Chicken Caesar Wrap (REPLACE MEATBALLS AND ROLL)</p>				

MILK VARIETY SERVED AT EVERY MEAL • FAT FREE SKIM/ FAT FREE FLAVORED • 1%

● MENU CHOICES

- 21 DAYS IN MARCH 2014
 - 11 Beef, 2 Meatless, 8 Poultry

- LDS HAS A 6 WEEK ROTATION
 - 30 MEALS TOTAL
 - 15 Beef, 12 Poultry, 3 Meatless/Breakfast
 - Why more beef ?
 - Benefits of red meat that white meat lacks
Iron, Zinc, Thiamin, Riboflavin
 - Highest days for ordering at all locations
 - “Fast Food Items”
 - 7 out of 30 are burger, hotdog or nugget meal surrounded by fresh fruits, vegetables and whole grains to provide a well-balanced meal
 - Pizza is not served at TCGIS

 - Vegetarian Selection
 - March 6th – Hamburger meal – 6222 meals ordered – of that 49 were vegetarian
 - However, we are going to pursue ideas on different vegetarian options

● JUICE VS FRUIT

- 20 of 30 Days offer a serving of Fresh Fruit
 - Apple, Orange, Grape, Melon, Banana
 - Seasonal – Strawberries, Watermelon, Pears, Kiwi, Clementine, Tangerines
 - 9 of 30 – Canned Fruit
 - All of which is USDA approved and packed in natural juices or light pack
 - These established fruit servings for our menu are often substituted with the seasonal fruit
 - Due to our production and planning, canned fruit or apples are the fruit of choice for Mondays to ensure freshness and quality
 - 1 of 30 – 100% Fruit Juice
- Fruit can be very unpredictable and on occasion we have to substitute juice or canned fruit for something that is under ripe or poor quality

- **SODIUM/CONDIMENTS**

- **Nutrient Guideline for Sodium for the 2014-15 school year is 1360mg or below, our daily average for the first week of March is 804mg**

- **Breakdown of meal example:**

- **Beef Nacho – 149 mg**
- **Black Beans – 70 mg**
- **Corn Chips – 324 mg**
 - **Lettuce – 7 mg**
 - **Apple – 2 mg**
 - **1% milk – 100 mg**
- **GRAND TOTAL – 652 MG**

- **FUTURE OF SODIUM**

- **By 2022-23 the Final Requirement Specification for the average daily amount of sodium for Grades K-5 will be less than 640 mg**

- **CONDIMENTS**

- **VEGETABLES**

- **Vegetable Sub Groups for School Nutrition Programs Handout**
- **LDS Lunch Planning Template Handout**

Vegetable Sub Groups for School Nutrition Programs

Fresh, Frozen, Canned, Full Strength Juice

Dark Green	Orange/Red	Beans/Peas	Starchy	Other
Bok Choy	Acorn Squash	Black Beans	Cassava	Artichokes
Broccoli	Butternut Squash	Black-eyed Peas	Corn	Asparagus
Broccoli Rabe	Carrots	Chickpeas	Cowpeas-Fresh	Avocado
Chinese Cabbage	Hubbard Squash	Garbanzo Beans	Green Bananas	Bean Sprouts
Collard Greens	Orange Peppers	Edamame	Green Peas	Beets
Dark Green or Red Leaf Lettuce*	Pumpkin	Kidney Beans	Lima Beans (fresh/canned)	Brussels Sprouts
Endive	Red Peppers	Lentils	Jicama	Cabbage
Kale	Sweet Potato	Lima Beans (dry)	Plantains	Cauliflower
Mesclun	Tomatoes	Navy Beans	Potatoes	Celery
Mustard Greens	Tomato Juice	Pinto Beans	Taro	Cucumbers
Romaine Lettuce		Soy Beans	Water Chestnuts	Eggplant
Spinach		Split Peas	White Yams	Green Beans
Turnip Greens		White Beans		Green/Yellow/Purple Peppers
Watercress				Iceberg Lettuce
				Kohlrabi
				Mushrooms
				Okra
				Onions
				Parsnips
				Summer Squash
				Snow/Sugar Snap Peas
				Turnips
				Wax Beans
				Zucchini



Lancer Dining Lunch Planning Template Grades 6 - 8 WEEK 4

Item	Monday	Tuesday	Wednesday	Thursday	Friday	Check	Check it Off
Meat/MA	WG Chicken Corn Dog 2 meat/ma	CN Breaded Chicken Patty 2 oz meat/ma Mozz. 1/2 oz.	Beef Sloppy Joe 1/2 cup = 2 meat/ma	Italian Meat Sauce 1 oz. meat/ma	WG Mac & Cheese 3 oz. = 1 meat Chicken Nug. 3 = 1 meat	9.5	Minimum 1 oz. equiv. per day 9-10 oz. per week 1-2 lower sod. choices per week
Grains	Corndog 2 grain	1/2 c. WG Brown Rice	WG Bun 57g 2 grain equiv.	1 c. WG Rotini 2 oz= 2 grain	Mac. 1/2 grain Chicken Nug. 1/2 grain	8	Minimum 1 oz. equiv. per day 8-10 oz. equiv. per week Minimum 4-5 oz. equiv. Whole Grain
Fruit	Apple 1 cup	Banana 1/2 c.	Fresh Grapes 1/2 cup (3 oz. by wt.)	Diced Pears 1/2 cup	1/2 cup Fruit Cocktail	yes 3	Minimum 1/2 cup per day Total 2 1/2 cups per week
Vegetables	1/2 c. Tots 1/4 c. Carrot	3 Bean Salad 1/2 cup Legumes Spag. Sc 2.4 oz.	Sweet Potato Diced 3/4 cup 1/4 c. Sloppy J	Romaine Salad 1 c = 1/2 c. eq Spag. Sc 1/2c.	Fresh Broccoli 3/4 cup	Yes 4.25 1.25 1.25 0.5 0.5 0.75	Minimum 3/4 cup per day Total 3 3/4 cups per week Orange/Red - 3/4 c per week Dark Green - 1/2 cup per week Legumes 1/2 cup per week Starchy 1/2 cup per week Other 1/2 cup per week
Milk	FF or Skim	FF or Skim	FF or Skim	FF or Skim	FF or Skim		white - FF or 1 % Flavored - FF only
Condiments	Ketchup 1/2 oz.			Ranch 1/2 oz	Ranch 1/2 oz		Calories 600-700 (grades 6 - 8) Sodium Restriction SY2014-15 <1360 mg day Saturated Fat <10% of total Cal.