Hawai‘i Garden to Cafeteria
2019-2020

Presented by:
Hawai‘i DOE School Food Services
Hawai‘i Farm to School Hui
Garden to Cafeteria Working Group

With Support from:
Hawai‘i Department of Health
Hawai‘i Garden to Cafeteria Program

Garden to Cafeteria is a program in which students grow, harvest, and deliver fresh, unprocessed fruits and vegetables from a school garden or school farm to the Hawai‘i DOE Cafeteria serving the school.
Our Webinar today will cover:

❖ Overview of the Hawai‘i Garden to Cafeteria Plan
❖ How to apply to participate in Hawai‘i Garden to Cafeteria Program
❖ How to comply with the Hawai‘i Garden to Cafeteria Plan
If you have questions during the webinar please use the “Question and Answer” feature.

1. Click Q&A to open the Q&A window.
2. Type your question into the Q&A box. Click Send.
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Hawai‘i Garden to Cafeteria Program Documents

https://www.hiphi.org/farmtoschool/#resources

G2C Guidance Doc

Introduction and Purpose
The Hawai‘i Garden to Cafeteria Program allows approved Participating Schools to grow, harvest, and deliver fresh fruits and vegetables from a school garden or school agriculture program to the cafeteria of that same school for use (including preparation, serving, and consumption) in USDA Child Nutrition Programs including but not limited to the National School Lunch Program (NSLP) and Fresh Fruit and Vegetable Program (FFVP).

The purpose of this document is to assist schools in determining whether they are ready to apply to become a Participating School with the Hawai‘i Garden to Cafeteria Program.

The Hawai‘i Garden to Cafeteria Program is designed to ensure that food is grown, harvested, transported, and prepared in a way that meets Hawai‘i’s Department of Education (HIDOE), Hawai‘i Department of Health (HDOH), and United States Department of Agriculture (USDA) standards, minimizes garden and food safety risks, and provides a successful experiential learning program for the school community.

Participation in the Hawai‘i Garden to Cafeteria Program is not required nor is the HIDOE School Food Services Branch (SFSB) responsible for the harvest and use of garden-grown foods in the school classroom, distributed to students to take home, sold at a farmers’ market or provided elsewhere on campus outside USDA child nutrition programs.

The Hawai‘i Garden to Cafeteria Program is an important component of HIDOE’s ‘Aina Pono initiative and a culmination of all three core elements of farm to school: 1) school gardens; 2) education; and 3) school food improvements through local procurement.

Is Your School Ready to Apply?
Participation in the Hawai‘i Garden to Cafeteria Program involves significant commitment and follow through by the school. Applicant schools must:

- Have an established school garden or agriculture program that follows best management practices as outlined in the Hawai‘i’s School Garden Safety Manual.
- Ensure that the school cafeteria and cafeteria staff have the capacity, training, and equipment necessary to receive, prepare, and serve fresh produce from the school garden or agriculture program.
- Designate a Garden to Cafeteria Project Leader who will:
  - Attend mandatory Hawai‘i Garden to Cafeteria Program Training(s).

HIDOE GARDEN TO CAFETERIA PLAN 2019-2020

A comprehensive plan for growing, harvesting and delivering fresh, school grown produce to Hawai‘i’s Department of Education public school kitchens.

Garden to Cafeteria Binder for:

School Name
To feed our keiki with healthy, nutritious, fresh food so they can achieve academic success
1. Systematically increase HIDOE’s **purchasing of local food** for school breakfast, lunch and snack programs. **Target:** 40% local food (grown and/or raised within the State of Hawaii).

2. Increase **student participation** in child nutrition programs (increase the number of students that eat school meals). **Target:** participation increases by 5%.

3. Increase **student consumption of healthy foods** in school meals. **Targets:** Processed food shall not exceed 40%; food waste declines by 10%.

4. The program will be **cost-neutral** over time (implementation costs will be covered by cost-savings generated by decreased waste and increased efficiencies). **Target:** Overproduction shall not exceed 5%.

5. **Systems Modernization:** Replace financial management system. **Target:** Procure Point of Service system, with all financial modules including Free and Reduced Application Processing, Inventory, Menu Planning, Nutrient Analysis, Parent facing portals for online applications, and online payments.
Hawaii Farm to School Hui asked to create Farm to Cafeteria Risk Management Guidelines

Gardens held to the same risk management standards as our Farmers

Current Pilot Status
  ○ Requesting review by HIDOE leadership for risk assessment and complete approval

Hawaii Farm to School Coordinator Role
  ○ Introductions
  ○ Communication with cafeteria manager

Majority of communication through Regional Coordinators
  ○ O`ahu: Debbie Milikan
  ○ Maui: Nio Kindla
  ○ Kaua`i: Joell Edwards
  ○ Hawai`i Island: Sarah Freeman
  ○ Moloka`i: Harmonee Williams
Hawai‘i Garden to Cafeteria Program

What does Garden to Cafeteria look like?

- Students Harvest from a School Garden
Hawaiʻi Garden to Cafeteria Program

What does Garden to Cafeteria look like?

- Students Use Food Safety Protocols for Growing & Harvesting
What does Garden to Cafeteria look like?

- Students Deliver Produce to the School Cafeteria Kitchen
Hawai‘i Garden to Cafeteria Program

Garden to Cafeteria is NOT necessary for.....

- Garden or classroom tastings
- Farmer’s Markets
- Students bringing produce home
Hawai‘i Garden to Cafeteria Program

- Support from Andy Nowak and Slow Food USA Garden to Cafeteria Toolkit
- Example Programs- Denver, San Diego, Chicago, Austin
Plan Components

● Part 1: Program Overview
● Part 2: Program Application
● Part 3: Protocol & Food Safety Plan
● Part 4: Accompanying Documents
Hawai‘i Garden to Cafeteria Plan

Plan Components

● Part 1: Program Overview
● Part 2: Program Application
● Part 3: Protocol & Food Safety Plan
● Part 4: Accompanying Documents
How does your school apply to participate in the Hawaiʻi Garden to Cafeteria Pilot?

- Step 1: REVIEW the Guidance Document
- Step 2: CONTACT your Regional Coordinator
- Step 3: SUBMIT completed application including:
  - Signature page
  - Traceability plot plan
  - 2 photos of your school garden
  - HIDOE Facilities Branch Form
- Step 4: ATTEND Garden to Cafeteria Training
- Step 5: IMPLEMENT the Food Safety Plan
How does your school apply to participate in the Hawaiʻi Garden to Cafeteria Pilot?

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  - Signature page
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- Step 4: ATTEND Garden to Cafeteria Training
- Step 5: IMPLEMENT the Food Safety Plan
**Signature Page & Facilities Review Form**

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### Garden to Cafeteria School Project Team and Signatures

- **Name of School:**
- **School Year:**
- **Address:**
- **Phone:**
- **School Principal:**
- **Email:**
- **Garden to Cafeteria Project Leader:**
- **Phone:**
- **Cafeteria Manager:**
- **Phone:**
- **IPM Manager/Head Custodian:**
- **Phone:**
- **Garden Leader:**
- **Phone:**
- **Garden Co-Leader (if applicable):**
- **Phone:**
- **Other:**

A signed agreement for the current school year must be kept on file at the school.

**Signatures**

The undersigned Garden to Cafeteria Project Team members agree to adhere to the requirements of the Hawai‘i Garden to Cafeteria Program as outlined in the Hawai‘i Garden to Cafeteria Plan, and certify that the information in this Program Application is true and correct.

<table>
<thead>
<tr>
<th>Printed Name &amp; Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Garden to Cafeteria Project Leader)</td>
<td></td>
<td></td>
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<tr>
<td>(Garden Leader)</td>
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<td></td>
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<tr>
<td>(IPM Manager, Head Custodian)</td>
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<td>(Cafeteria Manager)</td>
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<tr>
<td>(School Principal)</td>
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### Section 2E: HIDOE Facilities Development Branch Review Form

Please complete this form as a prerequisite to participating in the Hawai‘i Garden to Cafeteria Program. The application should be completed by the Garden to Cafeteria Project Team. Please note that “Garden” or “Garden Site” refers to that area of the campus being used for the Garden to Cafeteria program.

<table>
<thead>
<tr>
<th>Name of Person Completing Application:</th>
<th>Title or Role at School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Email:</td>
<td>Applicant Phone Number:</td>
</tr>
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**Garden Development**

Please attach a map of your garden area/proposed garden area that will be used for Garden to Cafeteria to this document on the school’s plot plan.

Your garden map must include the following:
- All known utility lines and irrigation boxes in the garden area. Consult administration, custodial staff, to identify these features.
- Any proposed new structures including wash sinks, shade areas, roads, and walkways.
- Potable water source POC’s that may be used for washing vegetables, student consumption, irrigation, etc.

<table>
<thead>
<tr>
<th>Garden type (circle one)</th>
<th>Raised bed</th>
<th>In ground</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Garden Area</th>
<th>No. and size of raised beds:</th>
<th>Total Area (square foot):</th>
<th>Ground impacted area &amp; dimensions:</th>
</tr>
</thead>
</table>

What is the current condition of ground at Garden Site (e.g., bare soil, grass, etc.) if establishing or expanding Garden area?

<table>
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<tr>
<th>Will soil be moved, leveled, or disturbed past a total of 1 acre?</th>
</tr>
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<tbody>
<tr>
<td>Yes</td>
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</table>

Circle the source of water for the school garden.
Garden Plot Plan

Signature Page & Facilities Review Form
Resources provided to participating schools

- **Island Regional Coordinator**
  - Coordinates training; provides support and communication with all members of the project team

- **Garden to Cafeteria Startup Supply Kit**
  - Record keeping materials: 2-inch binder with G2C Plan and Logs
  - Harvest tools & bins: 2 pruners, 2 scissors, container with lid, produce scale
  - Harvest bins: inner and outer bins, 2 sets per school, cleaning supplies
  - Laminated signage

- **Initial Water and Soil Testing**
  - Water: *E. coli* and lead
  - Soil: heavy metals (including lead and arsenic)

- **Stipend**
  - $1,000 per school ($25/h x 40 hrs for SY1920)
Hawaiʻi Garden to Cafeteria Plan

What does the G2C Project Team look like?

- G2C Project Leader
- G2C Garden Leader(s)
- Cafeteria Manager
- School IPM Manager
- School Administrator (Principal)
- G2C Regional Coordinator
Hawai‘i Garden to Cafeteria Plan

What does it look like?

- Part 1: Program Overview
- Part 2: Program Application
- Part 3: Protocol
  - Requirements for Compliance (pg 12)
  - G2C Food Safety Plan (pg 14)
- Part 4: Accompanying Documents
What does the G2C Protocol cover?

(Part 3: Section 3A Protocol; pg 12)

- Garden Site
- Water Quality
- Soil & Plant Health
- Harvesting Practices
- Post Harvest, Delivery, and Storage
Hawaiʻi Garden to Cafeteriia Plan

How does the G2C Food Safety Plan Work?
(Part 3: Section 3B; pg 15)

Standard Operating Procedures (SOP)
Record Keeping- Logs
Contact Information

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MAHALO!