



Farm to School Institute 2022 Post-assessment Instructions Transcript

Video Transcript

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Aubree [00:00:00] These are the instructions for completing the post assessment for the Montana Farm to School Institute. So a lot of this is going to look familiar. The pre assessments are very similar to the post assessments that you're going to take. You completed the pre assessments for both individual and team in the beginning of the institute. They were due in July 2022 and now you'll complete the post assessments which are due May 31st. So just as before you'll complete one team post assessment per school district team. So each team will just complete one. There's also the individual post assessments and those are to be completed individually, so each team member will complete their own individual post assessment. Both the individual and team post assessments are due May 31st. For the team Post assessment. Please consult with team members and others from your school community to gather the answers. So you're providing the most complete and accurate answers as you can. You'll complete online with the links provided and you can access these instructions as well as the surveys themselves on your Institute team's resource page. Again, they're due May 31st. All right. We find ourselves on the farm to School Institute team resource page. We can jump on down to the assessment section. You'll see the pre assessment information here that you completed in July and you can move on down to the post assessment section. So these are again, here's your deadline, here's the individual post assessment. So if we click on this, it looks very similar to the pre assessment and has many of the same questions. Be sure that when you're completing this that you're mindful of which year it is referring to. So here we're talking about currently, how involved are you? So that's talking about your current status. Here. We're asking a question about the upcoming school year, So the 2023, 20, 24 school year. So just keep in mind this school year that's indicated in the questions, if it's a past question or if it's looking into the future. So those have been indicated in bold just to help them pop out a little bit. But you'll see these questions here, and this is to be completed with your individual perspective. So each person should be completing one of these and then you can submit at the end. So let's go back and look at the team assessment. So if we come back to this team section that we can click on the team post assessment, we have the same basic information. A lot of this information is going to look very familiar to you. You'll select your school team using the example here. You can list any individuals who are be are part of your farm to school initiatives that are

not listed as part of the farm to school Institute team. When in doubt, you can ask me. You can also ask your coach or you can also just list folks. And it's okay if there are duplicates, but you may run out of spaces here if you do duplicate who is on your team currently. So our next question is asking how many students in these grade categories participated in farm to school initiatives in the 2020 to 2023 school year? So that's one that we're finishing up here. You're providing numeric answers. So I'm just going to put 20 students for each, no commas, punctuation, anything like that. So we'll do that. This question serves the activities that you implemented during the school year so you'll select any of them that apply. You can also type in any that are not represented by these categories that are provided. The next question is how many school gardens are currently in place at the school district that's participating in the Farm to School Institute? And so again, this is a numeric answer, so you can put those in there. And then we're talking about policies that were in that are in place at your district to support farm to school during this school year so you can select any that apply. The next two questions are probably the most difficult questions to answer and will definitely need the assistance of your school nutrition program director or head coach, whatever their title is, and or your business clerk. So the people who are managing food purchases for your school meals and who have the budget information, give them as much time as possible to answer these questions. So I recommend giving them this right away and giving them a couple of weeks to work on that. The first question is the total food budget. Now, this question we're asking you to round to the nearest dollar. Don't use any punctuation in your answer. And this includes all food purchases, including non-local and local foods. So any kind of food that was purchased for the school meals, breakfast, lunch, etc., that's what you include here. The local food purchases question has its own spreadsheet, which you will use to answer this question, and then when completed, upload to this survey using this uploader. All right. So the next part is to look at the local food purchases spreadsheet. I'm going to go over the tips and Definitions and Notes section, which is on the instructions tab, which I'll show you in a minute. But let's just go through some basics. Informed estimates are perfectly acceptable. However, please do not guess based on no data or experience. So if you're someone who does not have any connection with the school meals program, you're not probably the right person to complete this spreadsheet. So get that to your school nutrition program director, head cook and or your business clerk. Whoever has the ability to pull information from the budget and be able to answer the question as accurately as possible. Given time restraints, there's no need to spend hours on this task again. Estimates are fine informed estimates, but just do the best you can with the information and time that is available. So as you can see here, we have set a definition for local for the reporting purposes of this project. In general, however, schools set their own definition of local, and so that could mean within the state, within a certain number of miles, within the county or other definitions. And it could be product specific. A definition for your meat may be different than a definition for your fruits and vegetables. So typically, you as a school district set your own definition of local, and most schools are often using the within the state of Montana for their definition. But again, set what makes sense for you? However, for this project, for our reporting, we'll specifically only be including purchases of items that were grown or raised locally for whole products and contains mostly locally grown or raised ingredients for processed products and buy locally. Now we're meaning in general Montana. So you can use that if there's a closer framework that you would like to use. You can use that as well. So let's look at some examples to really understand what that means. So an example, one is a marinara. So for a local product, the Montana Marinara Sauce that's processed by Mission Mountain Food Enterprise Center, So it's locally processed. It does contain non local tomato sauce, but it also contains a significant amount of locally grown vegetables and herbs. So we would count that as a local product. In a non-local example, we have a marinara sauce that was purchased from a grocery store in the town,

but it doesn't contain any locally grown or raised ingredients. So for the purposes of this reporting, that is not local. So another example is bread and baked goods. So a local example would be a bread that contains mostly locally or Montana grown grains, and a not local bread or baked good would be one that does not contain locally or Montana grown grains. Throughout this instructional video, I'll be providing a few examples such as the Montana Marinara that use actual business names and product names. This does not mean an endorsement of these businesses, but they are real life examples and hopefully they will better illustrate some of the differences and the definitions. So let's take a look at the spreadsheet. If we're on the Institute team's resource page, we can download it here. I encourage you to write when you're downloading it, change the name, add on a team, your team, name some, get a samples bill school, and then we're going to save that. Once you have this spreadsheet open for the local food purchases question. The first tab is the instructions tab. So this goes over all of the things in this video, just more in written form. So great place to reference any of this information. The second tab is the local food purchases tab, and this is the one that you will be using for reporting for the pre assessment as well as the post assessment if you choose. The third tab is the local food tracker. It is essentially another option you can use in place of or in addition to the local food purchases tab. The second tab that you'll use for reporting and then this final tab says do not edit. This information is needed for the other tabs to operate. So please leave this tab. Each product type, for example, fruit. This pink one has a separate block. As you can see here, we have fruit, vegetables, fluid, milk, other dairy, which is not fluid milk such as cheese, yogurt, sour cream, things like that. Protein includes meats, legumes, like lentils, chickpeas, etc. Grains includes baked goods that include local grains and then other for any other things that don't fit those categories. And then your total local food purchases down here at the bottom, each row within the product block. So with in our fruit block here includes a different market channel. The market channel is essentially how the items were purchased. Only complete the rows for the data that's available or that purchases have been made in the 2021, 2022 school year. Leave all other rows blank. Don't remove any of these rows and report on all local food purchases made for that market channel type rather than individual purchases. For example, one row for local farm in the fruit category would include all the apples, strawberries and cherries that your district purchased directly from local farms. So let's talk through each of these market channels, local farm. So the items were purchased directly from a farm ranch or other agricultural food producer. So for example, maybe we purchased apples directly from Swanson's Orchard. Distributor. The items were purchased from a distributor, local, regional or national, not directly from the producer. So, for example, if we purchased those same Swanson Orchard apples from quality foods distributing instead of purchasing them directly from Swanson's Orchard. The next one is Food Hub. These items were purchased from a food hub, not directly from the producer. We don't have a lot of food hubs in Montana, but our closest example perhaps is if we purchase those same Swanson Orchard apples from Western Montana Growers Co-op. And then USDA Foods or DOD Fresh. The items were purchased or ordered from the USDA Foods or DOD Fresh Catalog. So, for example, you purchased Swanson Orchard Apples from DOD Fresh. In this case, Grass Milk Produce is the contracted distributor for Montana DOD Fresh. However, since the apples were purchased through the DOD Fresh program, they would be counted here in this market channel category and then unknown. The items were purchased through a different channel listed then above or the market channel is just unknown. If your district does not have the ability to differentiate between the market channels for each product type, use the unknown category. So let's look next at this frequently served. You'll select how often the items in the product type through each market channel are served in school meals or snacks. If multiple food items were purchased in this way, estimate an average for the group. For example, the district made the following purchases from quality food distributing and served them. Strawberries were

served one time. Apples were served weekly and frozen cherries were served twice. This would average to approximately monthly. Don't type in this cell. When you click in this cell, you'll see a drop down arrow here. You can click that and then you will select your desired amount. The last column here is for the dollar amount. So you'll enter the whole dollar amount for that row. Leave that row blank. If there are no purchases for that given product type and market channel. The subtotal fields automatically calculate the totals using the formula. Do not edit the subtotal fields. The total food purchases at the bottom is also automatically calculated so you don't have to do any extra math than what you already did. So let's look at an example here. So for our previous examples where we purchased strawberries, apples and frozen cherries from a distributor or various distributors, we decided we the frequency served was monthly because we averaged them out with strawberries being served one time, apples being served weekly, and frozen cherries were served twice. And then we paid approximately \$500. So now you can see we have \$500. We also purchased apples directly from an orchard and we served those. Seasonally. We serve them one or two times and we spend \$400. So now we have the fruit subtotal of \$900. And as you'll notice, we're not doing a row for each of the strawberry cherries, apples, etc.. It's just for the category of how much do we buy from distributors? How much of fruit did we local fruit did we buy from local farms? So you can move through the spreadsheet in that way if you're looking at protein. So meat, there are some distinctions in some of these categories. So you may be purchasing from a ranch or you may be purchasing from the processor. Either of those we're counting that is a local farm. So you'll put that in here. So let's say we served local beef that we purchased from a processor and we serve that monthly. And the total amount for the whole school year was \$20,000. Once we have populated each of those through these categories, then we have this amount at the bottom. The local food tracker tab, which is the next tab over, is a suggested method you can use for tracking, but it is optional. You're welcome to use any other tracking method that works for you if you do use the provided local food tracker as shown here, you can submit that instead of the local food purchases tab. So if you don't want to use this, you just rather use the local food tracker. Either method is fine as long as we get one of these back. The local food tracker is more specific, but it may be easier for some people to list out each purchase rather than trying to group them together in those categories. So let's look at an example of how to use this local food tracker spreadsheet. As you can see, it comes preloaded with an example. So on September 1st, 2022, we purchased fresh strawberries, £10 of them. From sample farm. That's located in samples. Phil Montana. The product type is fruit since they're strawberries. So for this we have the dropdown. So once you click into that cell, you'll see that dropdown box pop up immediately and then you can select the item. The market channel is again a dropdown and it's those same market channels as before, so you can refer to the instruction tab for those definitions. We have local farm distributor, Food Hub. You will see foods are duty fresh and unknown. So we're going to select local farm. This local food tracker tab also has an ownership column. So if you know, if it if this business is minority owned, women owned, you can select that here. If you don't know, just select unknown. Then you're going to select how often this item is generally served. And again, this is the frequency first served not for purchasing. So with this, we've purchased them one time, but let's say we typically serve them monthly. You would select that here. We're going to say they're served seasonally, occasionally, because fresh strawberries from Montana are not available year round. So we'll say seasonally, occasionally. And the dollar amount that we spent was \$25. We ask that you complete the spreadsheet to the best of your ability may mean that some of these fields are left blank. That is completely fine. Let's do another example. On September 10th, we purchased apples. We purchased £100 of them, and these ones we purchased from one of the vendors that I used as an example, which was quality foods distributing. They are located in Bozeman and the product type is fruit. The market channel is this is a distributor,

so we're going to select distributor, even though as our previous example for the local food purchases tab was that we're purchasing Swanson's apples, but we purchased them through quality food distributing. So we actually paid quality food distributing, not Swanson's directly. So we're going to use quality food distributing as the vendor here. We're going to put that it's distributor ownership. We don't know, so we're going to put unknown and then the frequency. It's going to be we're going to say we are serving the monthly and the dollar amount. This is completely made up is \$300. That's how you can go through this again, if there's not that much information. Let's say you don't actually know their town. You can leave a blank. We'll try to look it up. That information helps us determine if it's a different vendor since some of these vendors have very similar names. So this will be really helpful for us. So, again, you can use this spreadsheet and submit this instead. It breaks it down by each purchase, which could be kind of tedious, but may also be an easier way for you if you're looking at what purchases you made anyway. Or you can use the local food purchases, which then you need to add up your purchases into these categories or estimate them based on what you know. So once you're done with this spreadsheet, you can save it. Go back to your survey. Click to upload. Select your document. And it will upload your document. Now that you have your local food question completed. You can continue on with the rest. So this part does look a little different from the pre assessment. So there's an additional question here you can answer. Again, these are from the team perspective, so please gather your team's perspectives when completing this survey. Again, only one survey per team. So we are asking that you submit at least five photos from this school year of your farm to school initiatives, and these could be any thing that indicates your farm to school progress in your activities. There are a couple of ways that you can submit your photos so that methods are indicated here. You can use the file uploader below right here. You can send them your photos to me or you can share them via Google Drive or any other file sharing service with my email here. Please note that any individuals appearing in photos must have photo release forms. This includes adults as well as children. Those photo releases can be signed electronically and they can also be signed in paper copy if those are supplied to me as well. If you've already completed one, then you do not need to complete another. But please make sure that any individuals appearing in your photos that you're providing to us. Do you have photo release forms signed to be able to use this uploader? You can click here to upload. We're going to we have a few sample images here. So if you're just attaching one photo, you can upload it just like that, but it will not let you select multiple photos to upload. So the way that you need to upload multiple files is actually to zip the files. So to zip the files together, I'm using a mac, so this may look different for you if you're using a PC. I select all the photos that I want and then I can right click here compress and then it creates a zip folder. It really doesn't matter what it's named, but you could rename this file if you wanted. So we have that now. We can now upload this, so you can click here to upload and then I'll bring open a box. Or since I just had this already open, this is much easier to just drag and drop here. Once you have photos done with one of those methods, we're also we would love to collect your recipes. We will share this with all the institute teams and use them for training as is appropriate. So we'd love to to see what recipes that you all have been enjoying with your student so you can upload them here again if you want to upload multiple files using the file uploader within the survey, you will need to zip the files together to be able to upload one at a time. You can also email them to me or send to me via any file sharing service. So I have a sample recipe here and I'm just going to upload it that way. The last thing that you're going to upload is your team's action plan for the next school year. So the 2023, 20, 24 school year and you can use this uploader here, you can go back to the farm to school institute team resources page to the other resources section, and you will find a blank action plan template. So if you would like to start over, you can certainly do it that way and start with a nice fresh and clean copy here. And then you can upload that. I might

recommend just saving a copy of your current action plan and then renaming it, of course, for that the upcoming school year and then editing it. You may have some similar goals or you might just be able to easily edit the goals to achieve your next steps for the next year. But whichever method works for you, you'll just want to make sure that you upload, that you upload your action plan. And then, of course, we welcome your feedback. Again, this is, you know, a pilot year for the institute. And so any way that we can make it better, please let us know. You can make this bigger and provide all of the feedback that you would like here. And then that is it for this survey. So then you'll submit when you are done. I do recommend collecting all of your answers first before starting to complete this online. And then when you're ready, when you have all the answers, come to the form and complete it all in one sitting just to make sure that it does save. And you don't have to complete it more than once. So with that, that that's the instructions for the post assessments. Please let me know if you have any questions. You can also work with your coaches as you wrap up this school year. How to make sure that you have all of your information. Thank you so much.