



COLORADO FARM TO SCHOOL TASK FORCE QUARTERLY MEETING

May 9th, 2013 10AM-2pm

Colorado Mountain College: 690 Colorado Avenue, Carbondale, CO 81623

Meeting Attendees: Andrew Nowak (Slow Food Denver), Krista Garand (Durango Schools Food Service), Jeremy West (Weld County School District 6), Dave Maynard (Fresh Pack Produce), Julie Moore (Colorado Beef Council), Wendy White (Colorado Department of Agriculture), Kristin Tucker (Western Dairy Association), Julia Erlbaum (Real Food Colorado), and Teresa Hafner (Denver Public Schools) attended via phone)

Spark Team: Lyn Kathlene, Rachael Moore

Guests: Kim Cassady (Community Member and Mom interested in community activism)

Action Items

Staff Tasks

- Post approved January 2013 meeting minutes on Colorado FTS website.
- Staff will create a report outline and tracking mechanism of activities and accomplishments that will be updated periodically to ease the burden of writing the two year report.
- Staff will keep legislative sponsors of SB13-153 informed of Task Force activities so that they can attend and disseminate information when it is in their districts.
- Staff will determine if the USDA FTS census will happen every two or every five years.
- Staff, Theresa, and Jeremy will discuss using funding that was written into the USDA grant (\$5,000-10,000) to support evaluation of their USDA 2013 grant activities.
- Staff will update the Roadmap to make all of the boxes punctuated in the same way and change ag. to agriculture (Done, see *Roadmap Updated 5.21.13*).
- Staff will add to the website Task Force contact page the date when current member's terms expire. To ease tracking, all terms expire at the end of a calendar year (December 31st).
- CO FTS Task Force New Membership
 - List current Task Force member open seats on the FTS website.
 - Create a general application listing all positions (the application will also be used for work groups and ex-officos).
 - Update the application to match the terms in the bylaws (university college, community college, or extension, each one has an appointed authority).
 - Go back to the legislation and update the language next to producer (farm, orchard, or ranch).
 - Include food services management from higher education in the list of positions.



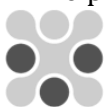
- Update the website to include, “We are always interested in knowing who is out there and interested in becoming a member on the Colorado Farm to School Task Force. If interested, please submit your application.”
- Announce current Task Force member open seats in various partner newsletters.
- Invite all applicants to join/participate in work groups even if not a Task Force member.
- Andy and Lyn will follow-up with Taber and Susan regarding analyzing and reporting on the impact of the USDA final, “Smart Snacks in Schools.”

Core Team Tasks

- The Core Team will determine if a Task Force work group should be formed to guide the Fort Lyon food hub work. If it created, the information about the work group will be put out in an announcement for Task Force members to join.
- Finish drafting CO-FTS Bylaws
 - The Core Team will discuss and word smith the *mission statement*. It currently does not touch on sustainability and no tangibles are included. The group discussed the difference between the mission and strategies. Updates to the mission may include: advise to district, state, stakeholders, facilitate, share, help educate, and sustainable.
 - The Core Team will discuss adding: Identify, promoting, and perusing funding opportunities for farm to school to the *Overall Purpose & Goal*.
 - The Core Team will revisit *Article IV-Membership* and discuss the expectations of ex-officios and how members become ex-officios.
 - The Core Team will also discuss alternates (stand-ins, open seats, unexpected vacancies, etc.) and clarify sub-bullet 1 regarding retirement.
 - The Core Team will discuss excusable vs. inexcusable absences under *Article V-Termination of Membership*.
- The Core Team will check back with the policy work group to make sure the work is manageable. They will also clarify work that is occurring because of FTS and work CDPHE may be doing anyway.
- The Core Team will finalize an ITA community meeting process document with expectation for the Host Community, Task Force, and ITA Team.
 - Add “develop” to the purpose statement of the ITA process document.
 - Discuss and finalize the section on Expectations for the ITA Team.

Task Force Member Tasks

- Jeremy will check with the policy work group to determine if Wendy White should be included to address state policy areas of concern.
- The Task Force will continue to identify and pursue appropriate funding opportunities that expand upon its work and align with its Roadmap.
- Susan/Taber: Add language about legislative efforts to the Policy Work Group Platform/Mission statement.
- Andy and Lyn will follow-up with Taber and Susan regarding analyzing and reporting on the impact of the USDA final, “Smart Snacks in Schools.”
- Wendy will check about presenting to the Agriculture Board of Commission’s next meeting. She will help set up the Task Force presentation.



- Jane will find out if the Task Force can do a presentation at a future Department of Education meeting.

Work Group Tasks

- Policy Work Group
 - The Policy Work Group will determine if they should create a template to be sent to organizations to track FTS work that is currently being done.
- Outreach Work Group
 - Submit conference proposal to *Colorado Association of School Boards*. Submission deadline is July 1, 2013. <http://www.casb.org/event/casb-annual-convention/call-for-presentations>
 - Continue implementing tracking mechanisms to determine where outreach has been made (internal and external). Use the FTS outreach sign-in sheets and google doc tracking spreadsheet.
 - Continue outreach to CDPHE via a yearly presentation, webinar, or newsletter update.
 - Explore the opportunity to create a FTS Task Force video with Jaclyn Lensen, Communications Manager at The Colorado Health Foundation, about FTS and the ITA process.
 - Wendy will check about presenting to the Agriculture Board of Commission's next meeting. She will help set up the Task Force presentation.
 - Jane will find out if the Task Force can do a presentation at a future Department of Education meeting.

Review and Approve January 2013 Quarterly Meeting Minutes

- Attendees reviewed and approved meeting minutes from the January Quarterly Meeting.
- **Post approved minutes.**

Legislative Updates

SB13-153-Reauthorization of the CO FTS Task Force

- Jeremy West and Andy Nowak testified on behalf of the Task Force at House and Senate committee hearings. The reauthorization of the CO FTS Task Force (SB13-153), to continue the Task Force indefinitely, was well received and went through quickly. It was signed into law by Governor Hickenlooper on March 22, 2013. The Task Force will not have to go through the reauthorization process again; the long-term goal of the Task Force is to institutionalize FTS into practices and procedures at the state and local level, at which time the Task Force will go back to the legislature and request it be sunset.
- The next legislative report will be due on January 31, 2015.
- Wendy White recommended progress be tracked so it can easily be added into an outline for the report.
- **Staff will create a report outline and tracking mechanism of activities and accomplishments that will be updated periodically to ease the burden of writing the two year report.**

SB13-174-Reauthorization of CO Food Systems Advisory Council

- The reauthorization of the CO Food Systems Advisory Council was passed and sent to the Governor on May 8, 2013. The bill was amended to have a sunset review in 5 years. The Council will have to go



through another sunset review process by DORA to determine if it will be continued or not. The bill also added two new seats:

- One member from an academic institution who specializes in economic systems, agriculture, or health care; and
- The director of the Colorado State University Extension Services Program or his or her designee.

HB13-1261- Fort Lyon Repurposing and SB13-210 – Correctional Officer Staffing

- Repurposing the facility at Fort Lyons has a lot of support from the community. The Task Force interest in the facility includes its potential to be used as a regional food hub and to be an agricultural business incubator, including a 10-acre greenhouse with co-generation capacity. The facility has a lot of promise for the area and is the first food hub the Task Force has been involved with from the bottom up.
- The main repurposing as proposed by the Governor, the Department of Local Affairs (DOLA) and the Fort Lyon Repurposing Committee is to be a residential treatment and vocational facility for the homeless and veterans. The food hub and greenhouse provide an opportunity for the residents to learn new skills.
- The original appropriations request to repurpose the facility was denied by the Joint Budget Committee. Subsequently, Representatives Garcia and Dore introduced HB13-1261 “Use of the Fort Lyon Correctional Facility Property” on March 14, 2013. The bill passed the House, passed out of the Senate committee on State, Veterans, & Military Affairs, but was postponed indefinitely on May 3rd, 2013 by the Senate Committee on Appropriations. Task Force staff, Julia Erlbaum and Buck Adams testified in favor of the bill at various committee hearings.
- Upon defeat of HB13-1261, HB13-210 “Corrections Officer Staffing Levels” sponsored by Senator Giron and Representative Duran was amended on second reading in the House (May 3, 2013) to include the repurposing of the Fort Lyon Correctional Facility along with a requirement that at least 15% of people employed at the facility would be correctional officers or have worked at the correctional facility in the past 5 years. It passed House third reading and sent back to the Senate, where the amendments were accepted and the bill was repassed on May 6, 2013.
- Future planning:
 - Those involved with the bill will meet to go through the planning and green house.
 - There has been little talk about the greenhouse during the legislative session beyond meetings with DOLA and testifying at the hearings. The director of the Colorado Coalition for the Homeless wrote an article about Fort Lyon; however, it had no mention of the food hub. This may have to do with funding since it was not brought up earlier in the conversation. The food hub is also considered an additional activity, not the main activity at Fort Lyon, and supporters of the repurposing needed to focus on getting the main activity in place first.
- Partnerships for the repurposing of the Fort Lyon facility include Bent County, the Coalition for the Homeless, the Fort Lyon Repurposing Committee, and others.
- The Task Force, Real Food Colorado, and Veterans to Farmers will begin to move forward on the food hub and greenhouse in May.



Feasibility Study

- Real Food Colorado and Spark are working on the Food Hub Feasibility study. They want to engage producers in their current capacity, including commodity crops, going to specialty crops would be more difficult. The process needs to go through their availability. The Rocky Mountain Farmers Union is a funder and is providing input, also Live Well Bent County and The Colorado Health Foundation are funding the study.
- The Feasibility Study is independent of the Fort Lyon bill.

Action Items

- **The Task Force needs to circle back with legislative sponsors to keep them in the loop about the work of the Task Force. There were a number of people who were not co-sponsors of the bill, but asked to be apprised about when the Task Force is in their district.**
- **The group discussed setting up a committee for the work at Fort Lyon moving forward. The core team will discuss if there should be a work group. If so, the information about the work group will be put out in an announcement.**

CO Food Systems Advisory Council update

(See COFSAC Accomplishments 2011-2012/the COFSAC Works Handouts)

- Direct staffing support has recently changed. They are reconfiguring and defining their role in food system and food access issues.
- WPM Consulting has not been staffed since January of 2012 and no additional funding has been secured.

Task Force Funding Update

- The Farm to School Task Force received two 3-year grants – from The Colorado Health Foundation and the Gates Family Foundation. New activities of the Task Force include Intensive Technical Assistance (ITA) workshops, the vast majority of the cost of the ITAs is covered by the Gates Family Foundation grant.
- Past deliverables include a website, regulatory and legal analyses including geographic preferences FAQs, 50 state scans, and the food safety project.
- The Task Force will continue to do tangible, timely work to further FTS efforts. This approach is one that also is attractive to funders.
- Work being done with a 3 year grant is much more substantial and since the Task Force will not be sunset it can think long-term. Having significant funds provides the resources to do the work and both grants have additional special projects.

Action Items

- **The Task Force will continue to identify and pursue appropriate funding opportunities that expand upon its work and align with its Roadmap.**



The Colorado Health Foundation/Gates Application

- The Task Force met with the Colorado Health Foundation and the Gates Foundation. Both granters requested the Task Force make multi-year submissions and suggested requests for 3 year grants. Both grants were fully funded.

USDA FTS Grant Applications, Round 2

In Round 2, there are three types of grants. For school districts there are Planning grants (up to \$45,000) and Implementation grants (up to \$100,000). The third category is Support Services grants for non-school districts (up to \$100,000) that are providing FTS support to districts. *See curriculum grant handout* for more information.

Colorado Applicants

- Durango School District. Krista Garand has been working on a FTS bid combining five school districts. The food program has been growing since 2006 and came back with just over 79,000 pounds of food. The Implementation grant for the receiving center would take an existing space that is currently being used for storage and renovate it. It would include sinks and work areas to do minimal processing like washing and dicing so that fresh local produce can be sent out to nearby school districts. The district supports the effort and is matching some funding for additional expenses like a fork lift. Implementation grants can cover up to 2 years for a maximum of \$100,000. Slow Food Denver (SFD). SFD wanted to submit a grant to develop a curriculum based on historical aspects of agriculture in Colorado. The group has worked with FTS and was given access to history museums around the state so schools can go and learn about agricultural practices throughout history. The program will be developed for 3-5th grade.
- Crowley School District and iCAST. iCAST, a nonprofit based in Colorado that does a lot of value-added work focused on rural communities, submitted a Planning grant application for the Crowley School District. A strong collaborative has been developed to look at Crowley and how they can structure a FTS program for their school district. Crowley has started and stopped a FTS program in their district several times. The grant would support a feasibility study to determine what kind of FTS program is possible in the district including internal and external factors that can be leveraged. The Crowley study could serve as a model for other rural FTS programs.
- Littleton School District. Littleton applied for an Implementation grant to develop infrastructure. The district needs to increase its ability to receive fresh produce (22 schools), which includes expanding its refrigerator capacity, expanding school gardens, and partnering with Agriburbia to grow produce. Littleton is part of South Sheridan open space. The project would be on 10 acres of the South Sheridan open space. The grant would be used to look at the feasibility of doing this work. The district will be getting a new food services director, Paula Busar, who has been the food service director for the Canon City school district. The open position in Canon City is currently posted.
- CO FTS Task Force. Using their fiscal agent, the Colorado Foundation for Public Health and the Environment, the Task Force and staff (Spark) submitted a Support Services grant to roll-out the Task Force's FTS Evaluation Toolkit to an addition 20 Colorado districts and nationwide through national conferences including School Food FOCUS and the National Farm to School Network 2014 convenings.



- Grant applicants can expect to hear in late fall who won. Colorado was very successful in the last round of funding, second to California in the number of grants received. For 2013, awardees were:
 - Greeley/Evans – Implementation grant. Jeremy noted that his grant includes evaluation money and would like to follow up with Theresa and staff.
 - Denver Public Schools – Implementation grant.
 - Fort Lupton – Planning grant

Action Items

- **Staff, Theresa, and Jeremy will discuss using funding that was written into the USDA grant (\$5,000-10,000) to support evaluation of their USDA 2013 grant activities.**

New Task Force Roadmap & 3 Year Work Plan

- The Task Force started by creating a roadmap for the work. The roadmap is reviewed at every quarterly meeting to make sure it is still relevant. It helps a group stay on track.
- *(See Roadmap, March 2013)*

Action Items

- **Update the Roadmap to make all of the boxes punctuated in the same way and change ag. to agriculture (Done, see Roadmap Updated 5.21.13).**

2013 Work Plan

- Ongoing gaps include:
 - Evaluation (FTS evaluation toolkit),
 - Policy guidance (state and national priorities), and
 - Outreach-building public will (local, regional, state, and national presentations, relationship building with agencies and foundations).
- Emerging gaps include:
 - Targeted technical assistance-ITA workshops three times/year (e.g., first ones are the Carbondale five workshops today and tomorrow),
 - Sustainability of FTS at the state level (state agency FTS “institutionalization,” policy and regulatory alignment with FTS),
 - Special projects (Year 1: Fort Lyon food hub study), and
 - FTS indicators and data collection.
- *Policy Work Group potential assignments:*
 - Clarity about state agency work needs to be made. Wendy White and other state agency Task Force members can provide guidance on helping the Task Force understand state agency opportunities and challenges. The chair of the Task Force should be involved.



- Determine if there needs to be a template for state agencies and key stakeholders to record their FTS activities. The template would be sent to different organizations making it easier to obtain current and accurate information.
- Sustainability is the most important focus of the Task Force. These activities are meant to support long-term sustainability
- *FTS Data Collection*
 - Nationwide the USDA FTS survey was sent out and Colorado is leading the pack in the nation in terms of response rate (104%!). Having state and nationwide data will be helpful.
 - The National FTS Network has a subcommittee that is working on systematic FTS data collection. The Colorado FTS Task Force work group will work with the National FTS work group to determine how the Task Force interfaces with the USDA census.
 - Food service directors in Colorado an annual electronic process for submitting data to CDE. The first time information is submitted in this new system it takes quite a bit of time; however subsequent years will go much more quickly.
 - Jeremy presented potential type of FTS data to be collected and reported by food service directors at Jane Brand’s Advisory Council for School Nutrition (ACSN), which is composed of food service directors across the state. ACSN said they could report on all the proposed indicators, with no one responding that any of the indicators were impossible.
 - The request to add questions CDE’s annual reporting is currently on hold until the Task Force determines how often the USDA is doing the evaluation (every two years, every five years).
 - There will be systematic data collection that happens with ITAs, too, including follow-up tracking.

Action Items

- **Jeremy will check with the policy work group to determine if Wendy White should be included to address state policy areas of concern.**
- **The policy work group will determine if they should create a template to be sent to organizations to track FTS work that is currently being done.**
- **Staff will determine if the USDA FTS census will happen every two or every five years.**

Review & Discuss Draft Bylaws

- *(See the Bylaws Handout Updated 5.22.13)*
- Bylaws were created because the Task Force no longer has a sunset date. The Task Force thinks of the bylaws as guidelines, similar to the roadmap which guides the work of the Task Force.

Action Items

- **The Core Team will discuss and word smith the *mission statement*. It currently does not touch on sustainability and no tangibles are included. The group discussed the difference between the**



mission and strategies. Updates to the mission may include: advise to district, state, stakeholders, facilitate, share, help educate, and sustainable.

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New Task Force Member Application and Process

- A draft of the *Task Force Application for Membership* (see handout) was reviewed and feedback was provided. The application process was developed so those who are interested can formally apply. Now that the Task Force has gained visibility, members are receiving inquiries of interest to join. A fair and open process needs to be established.
- Open positions will be posted on the FTS website with the *Application*. The *Application* can be used to apply for all positions (applicants will be able to see open positions on the site prior to applying), ex-officios, and work groups. Applications can be submitted at any point in time even if positions are not currently open. The website will state, "We are always interested in knowing who is out there and interested in becoming a member on the Colorado Farm to School Task Force. If interested, please submit your application." Applications will be tracked and those applying to closed positions may be able to join work groups until a position opens up. Partner newsletters will also announce current openings.

Action Items

- List current Task Force member open seats on the FTS website.
- Create a general application listing all positions (the application will also be used for work groups and ex-officios).
 - Update the application to match the terms in the bylaws (university college, community college, or extension, each one has an appointed authority).
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Lunch Presentation Roaring Forks Food Policy Council

- Gwen Garcelon and Illene Pevic of the Roaring Fork Food Policy Council (RFFPC) presented on the history and work of the RFFPC. The RFFPC grew out of awareness that a lot of people were doing amazing things in the local food system. It became a way to knit together the local food system for a broad vision of understanding where the biggest impact could be made. Identifying the point of entry is key to making the biggest impact on an issue.
- The RFFPC began about 18 months ago. In 2011 there were a series of forums that were held bringing together key players, including Illene who has been involved in issues of poverty for 10 years. The need for collaboration became clear including understanding resources and major challenges. Specific issues included expensive land, farmers aging, and the need for building a network to grow food locally.
- Historically, there were very large potato farms in Carbondale. In 1905 the railroads bought potatoes from Carbondale. Since then many farmers have left. There are still cattle ranches. However; it has become more lucrative to sell land for housing developments. There are some families who have conservation easements to sell their development rights making it affordable for them to continue farming and their kids to have some rights to build.
- Farming in Carbondale has changed significantly and over the past 20 years and the consumption of red meat has fallen. There used to be over 100 potato days every fall and Glenwood had strawberry days. In 1970, it was possible to get local strawberries.
- There is currently grass fed beef in schools thanks to FTS. A local rancher, Crystal River Meats, is leasing land, buying calves, and selling to Wholefoods. Crystal River Meats has a contract with Whole Foods to buy back the trim and provide local grass fed beef to Garfield RE-1 (Roaring Fork School District).
- Because it is not sustainable to produce beef locally and globally the RFFPC wants to get more students to know how to grow food and participate in community gardens. Community gardens will never meet all of the needs locally, but if everyone in the country participated in similar projects it would make a big dent.
- Culturally, there has been a mass influx of people from Mexico working at ski areas, in hospitality, and restaurants. About 65% of high school students and 85% of the elementary school students are from Mexico. The Hispanic population is one of the most at-risk populations for obesity. The challenge is there is no one on the food council who is Hispanic. Hispanic parents don't attend food policy meetings. If the RFFPC were working in a school the parent body would be there to connect to. Hispanic parents also do not participate in the community garden (there are currently three gardens). There is a sliding scale for the community garden, \$10 dollars a year for 65 and older. The church will be adding a garden near an area where a lot of Hispanic families live.
- A mobile community is a serious problem of gas drilling. There is 70% turn over a year. Teachers come back to school with no idea about who will be in their classroom. Language and culture are barriers and many parents in the Hispanic community have multiple jobs. People have not been sent out to do a survey or outreach. Children are staying home with family or friends and are not integrating into preschool there is a program called Cradle to Kindergarten that is designed to help integrate children into the schools. Also, many of the families are undocumented which is an additional barrier.



- Garfield RE-2 is on a 4-day week so little money generally and no school gardens. There is a lack of people and money to stretch across the Valley. A grant was just received by the Roaring Fork Food Policy Council (RFFPC) to go to schools in RE-2 and help with school gardens. Networking can help put resources together so projects can happen. Gwen is on a regular call with LiveWell Colorado which is a great networking tool for policy on a state level.
- In Greeley, the refugee population has been a focus. The city has made an investment and they have someone to assist with the process. Schools are hard places to site a garden because personnel leave in the summer.
- The suggestion was made to use organizations that already have relationships (churches, schools, social service organizations). If funding was available the RFFPC would start to identify key players in the Hispanic community.
- This is currently the planning year for the Live Well grant (Garfield County). Partnerships with organizations, including the Valley Settlement Project which hires Hispanic adults would help bridge the language and culture gap.
- The RFFPC recently received a small planning grant from Live Well. Participants recommended that this is the year that the RFFPC needs to help paint the vision for why the community should participate. The framing is key because the Live Well focus is obesity. The RFFPC needs to work within the obesity frame for school gardens, which can include that school gardening gets kids more active, getting outside promotes active living, and school gardens help change kids' diets toward healthy food.
- The RFFPC is currently working on trying to create the channels of local food in schools. They are working with Michelle Hammond (Garfield RE-1) to find fruit for schools; however farmers can't afford to cut prices for schools. The RFFPC's definition of local includes areas like Grand Junction, Montrose, and all of Western Colorado since a 50 mile radius may not be possible. The RFFPC spends its time focusing on local healthy food and access for as many people as possible.
- School gardens are currently done by volunteers. There is a different population in Garfield than in Carbondale and the growing period is 3 months.
- The Farm to School Task Force recommended the RFFPC contact the Colorado Food System Advisory Council (Jane Brand). They are supposed to be the coordinating entity for hooking up food policy councils and for providing local support. The RFFPC is currently listed on the CO-FSAC website.
- It was also recommended that local growers create profiles on Colorado Market Maker. Schools can also have a profile on Colorado Market Maker to make connections with producers they buy from.
- The RFFPC is thinking of having a local growers/producers summit.

Core Team Work Update

- A list of current Core Team members was provided with a list of their current work.
- Internally, the Core Team has finalized and provided updates on the roadmap, developed a new member recruitment process, drafted draft bylaws, developed the agenda for the quarterly meeting, coordinated with ITA members on workshops in Carbondale, and drafted the ITA process.
- Externally, the Core Team has attended meetings (the Fort Lyon Repurposing Committee/DOLA, Governor's office of Economic Development, Advisory Council of School Nutrition Directors (CDE-ACSN), submitted grant applications (USDA FTS Round 2), during the 2013 legislative session provided



testimony on SB13-153 and HB13-1261, and Andy Nowak will provide training for school gardens with Montrose June 11th.

- Upcoming presentations include: Rocky Mountain Food Safety Conferences and the Healthy Foods Leadership Council.

Policy Work Group Update

- Tabor Ward has been brought on board by Susan Motika of CDPHE. Susan is also the legal scholar and has a team of young JD's that she recruits out of CU to do work that CDPHE needs. Taber is one of the first people brought on board for the FTS work. Susan has been mentoring her to be the face of the Task Force since Susan may be transitioning off in the next year or so. Taber has been attending the Core Team meetings and was given the task of doing some visioning of what CDPHE's deliverables to the Task Force would be as well as the mission and goals (*See FTS Policy Workgroup-Mission and Platform Drafts Handout*).
- There are two major tasks for the Policy Work Group: They want to (1) advance the regulatory needs and issues in Colorado and (2) make a contribution to the bigger picture nationally. Colorado is moving towards being seen as a model and more than just Colorado should benefit. The more visible as a Task Force, the more influence and resources flow back to the Task Force to improve practices.
- Task Force members would like to add language to the Policy Work Group Mission and Platform about work in legislative efforts to situate the Task Force for potential legislative asks.
- Policy Deliverables for 2013-2014 that were presented:
 - Analyze and report on the impact of USDA's final "Smart Snacks in Schools" regulation under the Healthy-Hunger Free Kids Act on FTS programs.
 - Track the forthcoming Food Safety Modernization Act regulations and assess the impact of new regulations on small and medium-sized producers selling to schools.
 - Track 2013-2014 legislation related to FTS and produce a 50-state survey of legislation by March 2014.
 - Research and report on the potential impact of healthy corner stores near schools on childhood nutrition and obesity and FTS opportunities.
 - Identify funding and technical assistance sources for GAP/GHP/HAACP Certification for Colorado producers selling to schools.
 - Provide TA, research and analysis on legal and policy issues around the establishment and implementation of food hubs.
 - Research and analysis on policy and legal issues around introducing and expanding farm to school in Native American schools and for students.
 - Identify and assist with grant writing related to FTS action and expansion in Colorado.
 - Research and report on solutions for inadequate local product supply in areas.
- Task Force asked that Andy and Lyn follow up with Susan and Taber about the "Smart Snacks in Schools" analysis.
- Participants of the quarterly meeting stated that the work to be done by the Policy Work Group seemed like a lot. The Core Team would like to check-in with the policy work group to make sure they are not



over-extended. However, some things may naturally happen at certain times and the work of the Policy Work Group may also be aligned with the priorities of CDPHE. What is happening needs to be made clear because of FTS efforts and what is happening because CDPHE is doing the work anyway.

Action Items

- **Susan/Taber: Add language about legislative efforts to the Policy Work Group Platform/Mission statement.**
- **Andy and Lyn will follow-up with Taber and Susan regarding analyzing and reporting on the impact of the USDA final, “Smart Snacks in Schools.”**
- **The Core Team will check back with the Policy Work Group to make sure the work is manageable. They will also clarify work that is occurring because of FTS and work CDPHE may be doing anyway.**

Outreach Work Group Update

- Julie Moore provided an update on the work of the Outreach Work Group. Areas of outreach to build public will included:
 - Education about FTS generally (Why FTS matters, FTS connection to public health),
 - FTS education specific to targeted audiences (food safety and FTS, procurement regulations),
 - Visibility of FTS Task Force (bringing resources to communities, credibility to address statewide FTS issues), and
 - FTS Task Force work with agencies and policy makers (address institutional barriers, identify and pursue opportunities to embed FTS).
- Outreach work includes generally: targeting specific groups to build public will, marketing plan, public relations efforts, and press releases on a broad scale. Media contacts need to be made.
- Discussion about outreach possibilities to state agencies:
 - An update to the Agriculture Board of Commission. Wendy will check on the date of their next meeting.
 - A presentation to the new Commissioner for the state Department of Education. The Task Force has never done a presentation to CDE.
- Additional outreach could include:
 - The food superintendent conference with the Legacy Foundation which could filter down to garden projects,
 - *Colorado Association of School Executives (CASE)* conference every summer. Missed this year’s but can submit for 2014. <http://www.co-case.org/>
 - *Colorado Association of School Boards (CASB)* annual conference, <http://www.casb.org/event/casb-annual-convention>. Next conference is December 5-8, 2013, at The Broadmoor in Colorado Springs. Submission deadline is July 1, 2013.

Call for Presentations

- CASB is now seeking innovative and thought-provoking session proposals from school districts, school board members, thought leaders and like-minded organizations. We're especially interested in topics that relate to our theme, Building Better Boards:



Leading, Learning, Listening, and demonstrate ways for school boards to become more effective and sustainable.

- Task Force presentation would fit well under their area: **Student, Family, Community, Wellness and Environment** – Support, environment and wellness profoundly affect student outcomes. Learn about factors that support and hinder these critical contributors to student learning, as well as strategies to address challenges.
- Go to [Call for Presentations](#) webpage to submit proposal for consideration.
Submission deadline is July 1, 2013.
- Information could be inserted into partner newsletters.
- Andy presented to food program managers last week.
- The group discussed the continued need for a tracking mechanism to know where outreach has been made (internal and external partners), using the FTS outreach sign-in sheets and google doc spreadsheet.
- Presentations have always been made to CDPHE with good outcomes. Every year there is some regular update given to agencies participating from agriculture & education. They need to be contacted yearly about doing a presentation, webinar, or newsletter update.
- Jaclyn Lensen, Communications Manager at The Colorado Health Foundation, offered to do a video about the FTS Task Force. We could invite her/staff to attend ITA workshops and film. Colorado ED news also did a story about local food interest and food efforts.

Action Items

- **Wendy will check about presenting to the Agriculture Board of Commission and see when the next meeting is. She will help set up the Task Force presentation.**
- **Ask Jane to find out if the Task Force can do a presentation at a future Department of Education meeting.**
- **Submit conference proposal to *Colorado Association of School Boards*. Submission deadline is July 1, 2013. <http://www.casb.org/event/casb-annual-convention/call-for-presentations>**
- **Continue using the outreach tracking mechanisms to determine where outreach has been made (internal and external).**
- **Continue outreach to CDPHE via a yearly presentation, webinar, or newsletter update.**
- **Explore the opportunity to create a FTS Task Force video with Jaclyn Lensen, Communications Manager at The Colorado Health Foundation, about FTS and the ITA process.**

Evaluation Work Group Update

- Work has continued to move forward. The toolkit has been piloted with good feedback from the pilot sites. We are still missing some tools for certain audiences and outcomes. We've discovered there is not much out there. Among the tools we do have include the audiences people have initially focused on. Tools on students and food services directors were easy to collect. There is not as much out there for teachers and the community. Spark will work with the National Farm to School Network and their evaluation committee.



- The Colorado FTS Evaluation Toolkit can be found on the FTS website under schools where there is a drop down menu. It is located under evaluation (*see Farm to School Evaluation Toolkit Overview of Proposed Project Handout*). See <http://coloradofarmtoschool.org/schools/evaluation/>
- The USDA grant application has been submitted. If awarded it would have funding to do rollouts nationwide and add an additional 20 trainings for Colorado districts. It would include in-person meetings and TA/webinars (one as an introduction to the toolkit and one on the toolkit).

Creation of Intensive Technical Assistance (ITA) Work Group

- Carbondale is the first site for the ITA. Working with Carbondale has helped us figure out how to create a process to maximize what can be done at every site. One of the reasons that Carbondale was chosen is that a FTS convening was held in Carbondale about one year ago. There was a very short timeframe between grant funding and the quarterly meeting and Carbondale was well-suited for moving forward quickly.
- A process document will be created and include information for the host community, Task Force, and ITA team. It will have steps laid out and will facilitate a strong efficient process.
- The document will include core values outlining the big vision with the community and implementing the ITA. It is important to note that there is no wrong entry point. The ITA will start where the community is at. The goal is to be sustainable at the local levels.
- ITA is a tool to help facilitate FTS at the community level. It is a method to help, rather than a core value. This should be moved to a statement of purpose. Based on community needs, ITA is a Task Force tool to help facilitate meeting where communities are at (add develop, slide 51).

Obligations of the Host Community

- As drafted in the ITA Process handout:

Expectations of the Host Community

- *Set up a planning committee with FSD, producer, public health, food policy council/non-profit*
 - *At least one member from the planning committee attends all ITA workshop sessions*
 - *Members who represent specific stakeholder groups attend ITA workshop(s) targeted for the stakeholder group*
 - *Set up the venue, catering*
 - *Recruit local stakeholders to ITA events*
 - *Recruit local media to ITA events and/or post stories of events*
 - *Identify lodging options for the Task Force*
 - *Participate in implementing ITAs as needed/desired*
 - *Participate in identifying needs and opportunities to make FTS sustainable in the region*
 - *Participate in follow-up conference call/webinar with Host Planning Committee & TF staff & ITA Team*
 - *Planning Committee participates in quarterly FTS tracking*
 - *Participate, if requested, in The Colorado Health Foundation's story collection*
- Discussion:



- Typically the process will start at least three months in advanced. There is funding in the grant to support the workshops, but we will need help from the host community to arrange the venue and identify catering.
- We need to start with a key planning person and have them identify local members representing key FTS stakeholders to form a steering committee.
- The steering committee needs to identify stakeholder groups and use them to disseminate information about the ITA Workshops.
- The host community will reach out through local media and other advertising venues to announce and attend the ITA Workshops.
- There needs to be some kind of data collection for understanding the continuum of FTS in each area. For example, are there consistent messaging, barriers and interest, short term and long term needs/objectives. This information is key to the Task Force determining and developing appropriate ITA workshops.

Obligations of the Task Force

- As drafted in the ITA Process handout:

Expectations of the Task Force

- *Provide list of workshop descriptions*
 - *Coordinate the ITA event with Task Force events*
 - *TF staff works closely with Host Community and ITA Team in initial formation of the ITA/TF process*
 - *Provide post ITA follow up as needed*
 - *Coordinate with Host community and ITA team*
 - *Provide the FTS Evaluation workshop as an ITA event*
 - *Offer and provide Colorado Market Maker workshop as an ITA event*
 - *Convene post-ITA Workshops conference call/webinar with participants, Host Community & ITA Team*
 - *Provide tracking mechanism for reporting FTS efforts*
 - *Invite The Colorado Health Foundation communication office to ITA events for the purpose of creating stories*
- Discussion:
 - The core team should also invite a USDA representative and contact the county extension office.
 - The next quarterly meeting will be in Larimer County at the beginning of September.

Action Items

- **The Core Team will finalize an ITA community meeting process document with expectation for the Host Community, Task Force, and ITA Team.**
 - **Add “develop” to the purpose statement of the ITA process document.**
 - **Discuss and finalize the section on Expectations for the ITA Team.**

