



The following Recommendation(s) require further analysis and **attached, as requested**, is an explanation and the scope and parameters of the planned analysis, and a time frame for the matter to be prepared, discussed and approved by the officer and/or director of the agency or department being investigated or reviewed: (This time frame shall not exceed six (6) months from the date of publication of the Grand Jury Report)

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The following Recommendations will NOT be implemented because they are not warranted and/or are not deemed reasonable; **attached, as requested**, is an explanation therefore:

R1

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*I have completed the above responses, and have attached, as requested the following number of pages to this response form:*

Number of Pages attached: 2

*I understand that responses to Grand Jury Reports are public records. They will be posted on the Grand Jury website: [www.mendocinocounty.org/government/grand-jury](http://www.mendocinocounty.org/government/grand-jury). The clerk of the responding agency is required to maintain a copy of the response.*

*I understand that I must submit this signed response form and any attachments as follows:*

First Step: E-mail in pdf file format to:

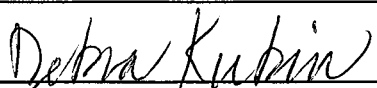
- The Grand Jury Foreperson at: [grandjury@mendocinocounty.org](mailto:grandjury@mendocinocounty.org)
- The Presiding Judge: [grandjury@mendocino.courts.ca.gov](mailto:grandjury@mendocino.courts.ca.gov)

Second Step: Mail all originals to:

Mendocino County Grand Jury  
P.O. Box 939  
Ukiah, CA 95482

Printed Name: Debra Kubin

Title: Superintendent, Ukiah Unified School District

Signed: 

Date: 7-25-18



DEBRA KUBIN, SUPERINTENDENT  
DEBRA KUBIN, SUPERINTENDENT

511 S. Orchard Ave., Ukiah, CA 95482-3470 – (707) 472-5002 – Fax (707) 463-2120 – www.uusd.net

**Grand Jury Report – Mendocino County School Nutrition Programs – Report Dated May 29, 2018  
Ukiah Unified's Attachments to Requested Response**

**Findings Attachment – Statement specifying portion that is disputed**

F5. In smaller school districts, food managers who cook as well as manage are overburdened with additional administrative California State required record keeping.

*Not applicable to UUSD.*

F7. The grand jury is concerned that there is no registered or certified dietitian employed for the county's meal programs.

*While a registered dietitian would certainly be of help in meeting nutritional standards for the school nutrition programs, that same function could be accomplished with the appropriate school nutrition software and trained staff to use it. The school nutrition programs menu planning requirements are straightforward and easily implemented with proper training.*

F8. There is a paucity of oversight and guidance for the county's school nutrition programs.

*Programs are monitored at a minimum of every three years by the state and twice-yearly health inspections are conducted at district sites. Districts are required to monitor their sites for compliance as well.*

F11. Students are throwing away reusable food service dishes and utensils.

*Not applicable to UUSD.*

F12. Food service job descriptions in small districts include duties that require more time than allotted or funded.

*Not applicable to UUSD.*

F13. Ongoing computer training for food service managers is lacking in most school districts. ,

*Not applicable to UUSD.*

F14. State inspectors found errors in procedures resulting in major loss of funds from school district food programs.

*Not applicable to UUSD.*

F15. The addition of a MCOE dietician who could review procedures with food service staff might prevent negative evaluations from the state.

*The county would benefit most from someone familiar with the specific rules and requirements of the school nutrition programs.*

### **Implemented Actions Summary Attachment**

R2. Meal program supervisors regularly inspect satellite sites for program compliance. (F4; F5; F8; F12-14)

*UUSD is in compliance with this recommendation. This is currently a requirement in all school nutrition programs that must be documented. UUSD conducts all required monitoring of sites under school nutrition programs.*

R3. School districts provide ongoing computer training for meal site managers and staff. (F13; F14)

*UUSD is in compliance with this recommendation. UUSD conducts monthly meetings with all site managers to discuss issues and share information. Part of these monthly meetings are used to address Point of Sale (POS) and/or technology concerns. All site managers are trained at different sites with different supervisors to learn UUSD policies and procedures before they are allowed to manage a site. As new hires are brought in, they are trained on the POS system at multiple sites.*

R4. All school districts enable meal site supervisors to meet on a regular basis to share best meal preparation and staff practices. (F2-5; F11-14)

*UUSD is in compliance with this recommendation. UUSD conducts monthly meetings with all site managers to discuss issues and share information.*

R5. All school districts provide application forms for free or reduced-cost meals at the beginning of each school year or when the student is enrolled. (F1; F2; F9; F14)

*UUSD is in compliance with this recommendation. This is a requirement of the National School Lunch Program.*

R6. To prevent waste, school districts instruct the students in the proper handling of reusable tableware and disposal of trash and recyclables. (F6; F8; F10; F11)

*We are in compliance with this recommendation at the elementary levels but still have work to do at the secondary schools. At all UUSD elementary sites, custodians and food service staff work with the children to separate waste from recyclables. Ukiah High School will be implementing a campus recycling plan in the 18/19 school year, and we will work on better signage at the secondary schools instructing students about waste.*

### **Explanation Attachment - Recommendations that will NOT be implemented**

*R1 - Ukiah Unified School District is supported through the California Department of Education Child and Nutrition Services program. Although having additional local support is helpful with any program, without further review of the priorities needed by the county's school districts, UUSD believes that this is an unreasonable recommendation and a full-time employee in this capacity may not necessarily be what districts need the most.*