

## BIC Teacher Meeting Instructions for Food Service Managers

### 1. Preparing for the teacher meeting:

- ❖ Talk to your school administration to request 10-20 minutes on the agenda of the teacher meeting.
- ❖ Confirm you will have access to a laptop computer with internet connectivity that is set up with a projector, screen and speakers or audio system.
- ❖ Locate and print (enough for each teacher) the following documents on the Café LA website
  - Breakfast In The Classroom (BIC) Frequently Asked Questions
  - BIC Teacher Meeting Comment Card
  - BIC Procedure Review Sign in Sheet for teachers
- ❖ Watch the video in advance to prepare for the teachers meeting from the manager's computer by logging into the Café LA website, "FS Tutorial Videos" page.
- ❖ The "Breakfast in the Classroom Teachers and Administrators" training video has a run time of approximately 10 mins.

### 2. On the day of the teacher meeting:

- ❖ Allow at least 10 minutes before the meeting begins to check equipment. From the provided laptop computer; log onto the Café LA website "FS Tutorial Videos", click on the "Breakfast in the Classroom Teachers and Administrators" training video. Make sure the video plays and that the sounds can be heard.
- ❖ Ensure the teachers and administrators sign-in on the BIC Procedure Review Sign-In Sheet for teachers.
- ❖ Read the following statement:
  - *Good afternoon. Food Services is preparing for the California Department of Education Administrative Review Audit that is taking place in the next few months. I am here today to present the Breakfast in the Classroom procedures. It is important that the process outlined in the presentation is followed, not doing so could lead to financial sanctions from the CDE. If you have a question about the procedures, please write it down and I will collect them, or you may leave it in my office mailbox.*
- ❖ Distribute the "Teacher BIC Meeting Comment Card" to all staff present at the meeting.
- ❖ Show the New "Breakfast in the Classroom Teachers and Administrators" video. Change to full screen mode to show the video.
- ❖ Distribute the "Breakfast in the Classroom Frequently Asked Questions" to the teachers.
- ❖ Thank them for their time and support in our efforts to "Nourish Children to Achieve Excellence."

### 3. After the teacher meeting:

- ❖ Forward comment cards containing teacher questions to your Area Food Service Supervisor.

#### How to locate the "Breakfast In the Classroom Teachers and Administrators" video:

- Visit the Café LA website for "Internal Use Only" under "FS Tutorial Videos"

#### How to change to full screen when showing a video:

- Click on the button at the bottom right of the video to change to full screen. (marked in red on this form)

#### BIC - For Teachers

