

Connect with schools



Schools across Wisconsin are engaged in farm to school.

Start to build relationships with nutrition directors and school community members by searching for schools in your area. The **Wisconsin Farm to School food service directory** lists Wisconsin schools engaged in farm to school activities or interested in purchasing local food. Additionally, you can search for schools in your area at dpi.wi.gov/directories. The USDA Farm to School Census results will provide you with more details about a school district's local food purchasing practices and interest: www.fns.usda.gov/farmtoschool/census#/. The organizations listed in the “Additional resources” section at the end of this toolkit may be able to help you identify and reach out to schools.



Tool

Wisconsin Farm to School food service directory

There is a separate Wisconsin Farm to School directory that lists farms interested in selling to schools. This directory is available to school food service directors to help identify local farm partners. To add your farm to this directory, complete the short survey at go.wisc.edu/tjydv5.

Meet with the school nutrition director

When you are ready, schedule a face-to-face meeting with the school nutrition director. Like you, nutrition directors are typically busy people who will appreciate your flexibility with meeting times. In general, many directors are available to meet early in the afternoon, following lunch. While it is appropriate to approach a school nutrition director any time of year, they usually make purchasing decisions for the following school year in late winter or early spring.

Bring these materials to your meeting with the school nutrition director:

1. Business card
2. Farm business questionnaire (page 9)
3. Product availability and pricing form (page 9)
4. Copies of any certifications or licenses (if applicable)
5. Copy of your food safety plan (if applicable)

Connect with schools

Ask your nutrition director to complete the **school nutrition director survey** prior to your meeting. This tool will provide you with essential information about the school's meal program and needs, and help guide your discussion.



School nutrition director survey

Once you and the school nutrition director have decided to work together, be sure to discuss important details such as:

- Ordering schedule
- Post-harvest handling
- Delivery
- Packaging requirements
- Payment terms

This will clarify expectations and minimize unexpected surprises. For instance, if the nutrition director is accustomed to receiving cases of apples with exact counts packed in trays, he or she may have concerns about bruising or running short of product if you deliver bulk boxes with approximate counts. Discussing expectations ahead of time will help prevent these miscommunications and allow time for planning. Use the **school nutrition director meeting checklist** to ensure you and the school nutrition director cover all the important details and cultivate a good working relationship.



School nutrition director meeting checklist

When buying and selling food, school nutrition directors usually think in terms of number of servings, while producers tend to think in pounds. The **pounds to servings calculator** created by the Oklahoma Department of Agriculture, Food & Forestry Farm to School Program can bridge this communication gap. This tool will tell you:

- 1) the number of servings a pound of produce will yield, and
- 2) the cost per serving, based on your price per pound.



Portage County students work with a chef

Connect with schools

The calculator takes waste into account. The weight of whole heads of broccoli, for instance, is translated into usable servings. On average, school nutrition programs can spend twelve to eighteen cents of their \$1.00 per meal on fruits and vegetables. Use this calculator as a quick reference to see if you can price your product within this budget and assess which of your crops you can profitably offer to schools.



Pounds to servings calculator

The **pecks to pounds** tool from the Maryland Department of Agriculture converts commonly used farm measurements—such as bushels and crates—into approximate net weight for a variety of fruits and vegetables.



Pecks to pounds

It's a good idea to create a written agreement with the school nutrition director. This agreement should include terms of ordering, delivery and payment. The **sample purchasing agreement** can provide a starting point and can be modified to fit your needs. We have also provided a **sample invoice** that can be used as a template.



Sample purchasing agreement



Sample invoice

Farm to school works best when strong relationships are developed. Be sure to check in with food service directors *after* they have used your products. This will create opportunities to discuss successes and areas for improvement.

Wisconsin Farm to School 2013 School Food Service Directory

Welcome to the 2013 Wisconsin Farm to School Food Service Directory. This Directory is a tool to help farmers better connect with schools in their area who are interested in purchasing local products for schools meals. This Directory lists school districts, schools and educational facilities that have either previously purchased or are interested in purchasing locally grown products for their school nutrition programs. The following information was collected through the 2013 Wisconsin Farm to School Food Service Director Survey, which was sent to the Wisconsin Department of Public Instruction list of School Food Authorities (SFAs) participating in the National School Lunch Program (NSLP). There are 831 SFAs in Wisconsin, and 285 surveys were returned, for a 34% response rate. 70% of respondents represented school districts, and 30% represented individual schools. Individual SFAs were offered the opportunity to opt into this Directory. As a Wisconsin producer, this Directory can serve as your guide to locate local schools that may be interested in purchasing your product. Please see the Wisconsin Farm to School Toolkit for Producers for more information on Wisconsin Farm to School and how to best develop relationships with Wisconsin schools. The toolkit is available online at www.cias.wisc.edu/toolkits.

If you are a school or school district and would like to be included in this directory, please complete the survey located [here](#). FSD's, please visit the WI [Farm to School Producer Directory](#), to find a list of WI farmers interested in working with schools. To join the Producer Directory, fill out the survey [here](#).

Why Farm to School?

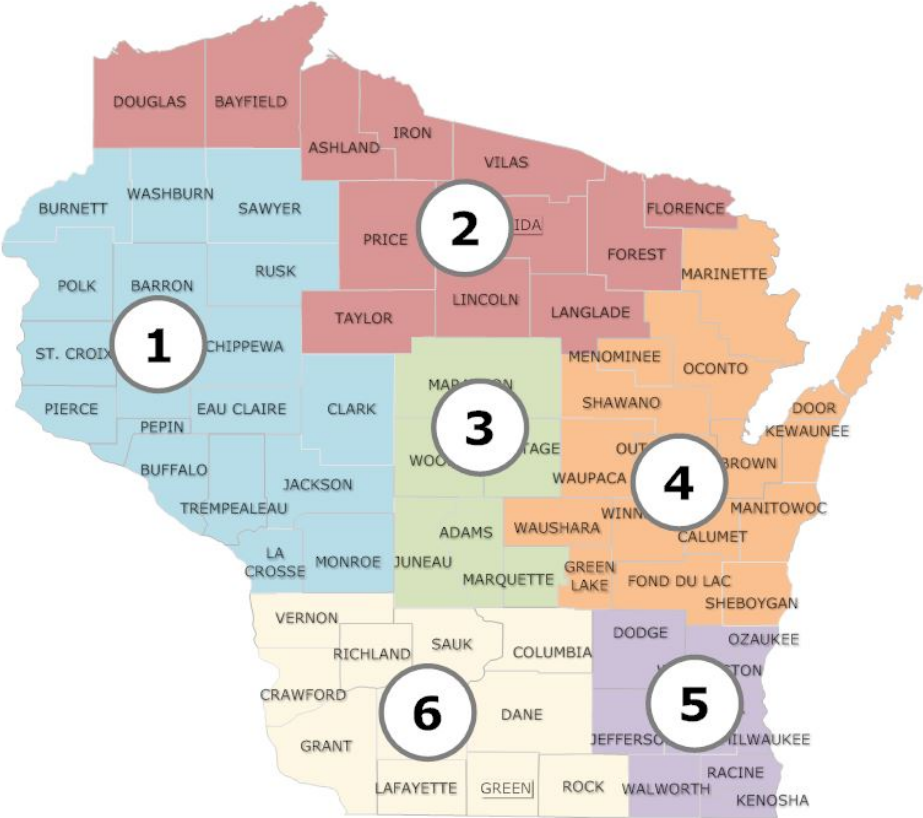
Farm to school encourages healthy lifestyles in children and helps support local economies. In Wisconsin, farm to school programs connect schools with locally and regionally grown and produced products. Farm to school offers producers the opportunity for a new market to sell product, promotion opportunities by selling their product through schools, and the opportunity to serve as an educator by visiting schools or bringing students onto the farm for field trips. Did you know that in Wisconsin:

- At least 76 schools or districts identify as having a farm to school program
- At least 189 schools or districts purchased local food in the 2011-2012 school year
- 93 percent of respondents are continue or expanding their local purchasing and/or farm to school program
- An estimated total of \$600,000 of local food was purchased by respondents in the 2011-2012 school year





This directory is organized by geographic region. Schools are listed by district or school name, followed by the name and contact information for a staff person who works with school food programs. School addresses and counties are also listed.



1. West Region Pg 3

Includes Barron, Buffalo, Burnett, Chippewa, Clark, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, Polk, Rusk, Saint Croix, Sawyer, Trempealeau & Washburn Counties

2. North Region Pg 5

Includes Ashland, Bayfield, Douglas, Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor & Vilas Counties

3. Central Region Pg 6

Includes Adams, Juneau, Marathon, Marquette, Portage, & Wood Counties

4. East Region Pg 7

Includes Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara & Winnebago Counties

5. Southeast Region Pg 13

Includes Dodge, Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington & Waukesha Counties

6. South Region Pg 10

Includes Columbia, Crawford, Dane, Grant, Green, Iowa, Lafayette, Richland, Rock, Sauk & Vernon Counties



West Region

Includes Barron, Buffalo, Burnett, Chippewa, Clark, Dunn, Eau Claire, Jackson, La Crosse, Monroe, Pepin, Pierce, Polk, Rusk, Saint Croix, Sawyer, Trempealeau & Washburn Counties

Abbotsford School District

Food Service Director, Frankie Soto
510 W Hemlock Street
Abbotsford, 54405
Clark County
fsoto@abbotsford.k12.wi.us // 715-223-6715

Black River Falls School District

Food Service Director, Connie Seiber
301 North Fourth Street
Black River Falls, 54615
Jackson County
connie.seiber@brf.org // 715-284-4357

Bruce School District

Food Service Director, Mark Zimmer
104 West Washington Ave.
Bruce, 54819
Rusk County
mz@bruce.k12.wi.us // 715-868-2585

Chippewa Falls School District

Food Service Director, Susan Lang
1130 Miles St
Chippewa Falls, 54729
Chippewa County
langsr@chipfalls.k12.wi.us // 715-726-2790
<http://cfsd.chipfalls.k12.wi.us/>

Cochrane-Fountain City School District

Food Service Director, Barb LaDuke
S2770 Hwy 35
Fountain City, 54629
Buffalo County
bladuke@cfc.k12.wi.us // 608-687-4391 ext 208

Clayton School District

Head Cook, Diane Swiontek
236 Polk Ave. West
Clayton, 54004
Polk County
swiontekd@claytonsd.k12.wi.us // 715-948-2163

Colby School District

Food Service Director, Laurie Hesgard
505 West Spence Street
Colby, 54421
Clark County
lhsgard@colby.k12.wi.us // 715-223-2338

Cottonwood Group Home School District

Food Service Director, Glenn Stevermer
773 Mains Crossing Ave
Amery, 54001
Polk County
stevergs55@hotmail.com // 715-268-7997
cottonwoodgrouphome.com

Frederic School District

Food Service Director, Judy Shafer
1437 Clam Falls Drive
Frederic, 54837
Polk County
shaferj@frederic.k12.wi.us // 715-327-8146

Gale-Ettrick-Trempealeau School District

Food Service Director, Cheryl Stoner
17511 North Main Street
Galesville, 54630
Trempealeau County
cherylstoner@getschools.k12.wi.us // 608-582-2291 ext 1030

Greenwood School District

Food Service Director, Jeri Haase
700 E. Division St.
Greenwood, 54437
Clark County

Hudson School District

Nutrition Services Coordinator, Peggy Eller
1401 Vine St.
Hudson, 54016
St. Croix County
ellerpl@staff.hudson.k12.wi.us // 717-377-3717

Menomonie Area School District

Food Service Director, Judi Smith
1715 5th Street West
Menomonie, 54751
Dunn County
judith_smith@msd.k12.wi.us // 715-232-2794
sdmaonline.com

Mt. Calvary - Grace Lutheran School District

Cook, Susan Asp
1614 Park Avenue
La Crosse, 54601
La Crosse County
mcgkitchen@mcglutheran.org // 608-784-8223

Onalaska School District

School Nutrition Director, Kerry Johnson
705 8th Avenue North
Onalaska, 54650
La Crosse County
johke@webmail.onalaska.k12.wi.us // 608-783-6251

River Falls School District

Food Service Director, Sherry Bruggeman
818 Cemetery Road
River Falls, 54022
Pierce County
sherry.bruggeman@rfsd.k12.wi.us // 715-425-1830 ext 1134

Tomah Area School District

Director of Food Service, Jesse Bender
901 Lincoln
Tomah, 54660
Monroe County
jessebender@tomah.k12.wi.us // 608-374-7363



North Region

Includes Ashland, Bayfield, Douglas, Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor & Vilas Counties

Antigo School District

Food Service Director, Terry Hilger
120 South Dorr Street
Antigo, 54409
Langlade County
thilger@antigo.k12.wi.us // 715-623-7611 ext 2173

Elcho School District

Food Service Director, Charlie Ferrigno
North 11268 Antigo Street
Elcho, 54428
Langlade County
cferrigno@elchoschool.org // 715-275-3225

Gilman School District

Head Cook, Linda Disher
325 North 5th street
Gilman, 54433
Taylor County
ldisher@gilman.k12.wi.us // 715-447-8776 ext 105

Maps School District

Administrator, Pam Hohman
2519 Hwy K
Merrill, 54452
Lincoln County
Pamhohman@yahoo.com // 715-536-6855

Mellen School District

Head Cook, Caryn Rieb
420 South Main
Mellen, 54546
Ashland County
crieb@mellendiggers.org // 715-274-3601 x197

White Lake School District

Food Service Director, Susan Hawley
405 Bissell Street
White Lake, 54491
Langlade County
shawley@whitelake.k12.wi.us // 715-882-2361



Central Region

Includes Adams, Juneau, Marathon, Marquette, Portage, & Wood Counties

D.C. Everest Area School District

Nutrition Service Supervisor, Christine Welsh
6300 Alderson Street
Schofield, 54476
Marathon County
cwelsh@dce.k12.wi.us

Marshfield School District

Food Service Director, Stacey Weichelt
1010 E. 4th Street
Marshfield, 54449
Wood County
weichelts@marshfield.k12.wi.us // 715-387-1101

Montello School District

Food Service Director, Joyce Gaulke
222 Forest Lane
Montello, 53949
Marquette County
jgaulke@montello.k12.wi.us // 608-297-2126
www.montello.k12.wi.us

Nekoosa School District

Coordinator, Connie Henke
500 South Section
Nekoosa, 54457
Wood County
connie_henke@nekoosa.k12.wi.us // 715-886-8035

Pittsville School District

Director of Food Service, Joe Dostal
5459 Elementary Ave
Pittsville, 54466
Wood County
dostajos@pittsville.k12.wi.us // 715-884-2517

Portage School District

Food Service Director, Holly Denman
305 East Slifer
Portage, 53901
Portage County
denmanh@portage.k12.wi.us // 608-742-4867

Stratford School District

Head Cook, Theresa Schwabe
522 Third Ave
Stratford, 54484
Marathon County
tschwabe@stratford.k12.wi.us // 715-687-3535

Westfield School District

Food Service Director, Joyce Gaulke
N7046 Cty Rd M
Westfield, 53964
Marquette County
gaulkej@westfield.k12.wi.us // 608-296-2141
www.westfield.k12.wi.us



East Region

Includes Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Waupaca, Waushara & Winnebago Counties

Ashwaubenon School District

Child Nutrition Coordinator, Elizabeth Farah
1055 Griffiths Lane
Green Bay, 54304
Brown County
bfarah@ashwaubenon.k12.wi.us // 920-492-2900

Bowler School District

Head Cook, Vicky Jolitz
500 South Almon Street
Bowler, 54416
Shawano County
vickyjolitz@bowler.k12.wi.us // 715-793-4101 x
5313

Chilton Catholic School District

Food Service Manager, Bev Wittmus
60 E Washington St.
Chilton, 53014
Calumet County
bwittmus@mail2school.com // 920-849-2034

Clintonville School District

Food Service Director, Karleen Brei
45 West Green Tree Road
Clintonville, 54929
Waupaca County
kbrei@clintonville.k12.wi.us // 715-823-7215
x 2265
www.clintonville.k12.wi.us

Freedom Area School District

Food Service Director, Gregory Weis
N4021 County Rd E
Freedom, 54130
Outagamie County
gweis@freedomschools.k12.wi.us // 920-788-7950

Gibraltar School District

School Nutrition Specialist, Carla Marr
3924 Highway 42
Fish Creek, 54212
Door County
cmarr@gibraltar.k12.wi.uw // 920-868-3284
www.gibra.tar.k12.wi.us

Grace School District

Food Service Manager, Ellen Moran
2020 Hillside Lane
Green Bay, 54302
Brown County
emoran@gracesystem.org // 920-468-5026

Hortonville School District

Food Service Director, Julie Manthe
246 North Olk Street
Hortonville, 54944
Outagamie County
juliemanthe@hasd.org // 920-779-7904
www.hasd.org

Howards Grove School District

Food Service Manager, Becky Schlegel
403 Audubon Rd
Howards Grove, 53083
Sheboygan County
bschlegel@hgsd.k12.wi.usf // 920-565-4459

Kiel Area School District

Food Service Director, Corrine Schneider
210 Raider Heights
Kiel, 53042
Manitowoc County
cschneider@kiel.k12.wi.us // 920-894-5183
www.kiel.k12.wi.us

Menasha School District

Director of Dining Service, Susan Malesa
974 Ninth Street
Menasha, 54952
Winnebago County
malesas@mjsd.k12.wi.us // 920-967-21963

Mishicot School District

Food Service Director, Hilary Baker
660 Washington St.
Mishicot, 54228
Manitowoc County
hbaker@mishicot.k12.wi.us // 920-755-3305

Omro School District

Food Service Director, Rose Ann Boushele
455 Fox Trail
Omro, 54963
Winnebago County
rbous@omro.k12.wi.us // 920-303-2314

Oneida Nation School District

Food Service Manager, Jesse Padron
PO Box 365
Oneida, 54155
Outagamie County
jpadron@oneidanation.org // 920-869-4454

Plainfield Tri County School District

Food Service Manager, Julie Kirmse
409 South West Street
Plainfield, 54966
Waushara County
juliekirmse@tcpenguin.net // 715-335-6366

Private School District

Food Service Director, Jodi Danen
100 S. Huron St.
De Pere, 54115
Brown County
jdanen@stmarydepere.org // 920-337-1104

Pulaski Community School District

Food Service Director, Caitlin Matthiesen
143 W Green Bay Street
Pulaski, 54162
Brown County
crmatthiesen@pulaskischools.org // 920-822-6065

Sevastopol School District

Manager, Chris Brauer
4550 Highway 57
Sturgeon Bay, 54235
Door County
cbrauer1@sevastopol.k12.wi.us // 920-743-6282

Seymour Community School District

Supervisor, Tami Kimball
10 Circle Drive
Seymour, 54165
Outagamie County
tkimball@seymour.k12.wi.us // 920-833-7380

Sheboygan Falls School District

Food Service Director, Amy Lawrenz
220 Amherst Ave
Sheboygan Falls, 53085
Sheboygan County
alawrenz@sheboyganfalls.k12.wi.us // 920-467-
7880 ext. 4134

Southern Door School District

Director, John Swanson
2073 County Trunk DK
Brussels, 54204
Door County
sdc@aviands.com // 920-825-7333 ext. 485

St. Joseph School District

Food Service Manager, Bobbie Springstroh
2626 N Oneida Street
Appleton, 54911
bspringstroh@acesxavier.k12.wi.us
// 920-730-8849

St. Mary's Springs Academy School District

Food Service Coordinator, Mary Karrmann
255 County Road
Fond du Lac, 54937
Fond du Lac County
mkarrmann@smsacademy.org // 920-322-8075
www.smsacademy.org

Trinity Lutheran School District

Hot Lunch Coordinator, Brenda Voight
601 E National Avenue
Brillion, 54110
Calumet County
b.voight@trinitybrillion.org // 920-756-3738
www.trinitybrillion.org

Unified De Pere School District

Food Service Director, Deb Pockl
700 Swan Road
De Pere, 54115
Brown County
dpockl@depere.k12.wi.us // 920-983-9164

Wautoma Area School District

Nutrition Director, Carrie Spees
514 South Cambridge
Wautoma, 54982
Waushara County
speesc@wautoma.k12.wi.us // 920-787-3354
www.wautomasd.org

West De Pere School District

Nutrition Service Coordinator, Kaitlin Tauriainen
400 Reid Street
De Pere, 54115
Brown County
ktauriainen@wdpsd.com // 920-337-1393

Winnecone School District

Food Service Director, Diane Agrell
233 South 3rd Ave.
Winneconne, 54986
Winnebago County
agrell@w-csd.org // 920-582-5810

Wrightstown School District

Director of Food Service, Jennifer Tilot
600 High Street
Wrightstown, 54180
Brown County
tilot@wrightstown.k12.wi.us // 920-532-0525



South Region

Includes Columbia, Crawford, Dane, Grant, Green, Iowa, Lafayette, Richland, Rock, Sauk & Vernon Counties

Benton School District

Food Service Director, Thomas Bottoms
41 Alma Street
Benton, 53803
Lafayette County
tobottoms@benton.k12.wi.us // 608-759-4002
ext.308

Cambridge School District School District

Cook, Kristin Evenson
802 W. Water Street
Cambridge, 53523
Dane County
kevenson@cambridge.k12.wi.us // 608-423-9727

Columbus School District

Food Service Director, Brenda Maier
200 W School Street
Columbus, 53925
Columbia County
bmaier@columbus.k12.wi.us // 920-623-5954
www.columbus.k12.wi.us

Deerfield School District

Food Service Manager, Emily Lund
340 W. Quarry St.
Deerfield, 53531
Dane County
lunde@deerfield.k12.wi.us // 608-764-5442

Department of Health Services - Mendota Mental Health Institute School District

Food Service Administrator, Claire Nagel
301 Troy Dr
Madison, 53704
Dane County
claire.nagel@dhs.wi.gov // 608-301-1100

Fall River School District

Food Service Mgr, Gloria Lubenau
150 Bradley
Fall River, 53932
Columbia County
glubenau@fallriver.k12.wi.us // 920-484-3333 ext
272

Hillsboro School District

Food Service Director, Carolyn Kannenberg
777 School Road
Hillsboro, 54634
Vernon County
Carolyn.Kannenberg@hillsboro.k12.wi.us // 608-
489-2221

Kickapoo School District

Food Service Supervisor, Tina Nelson
S 6520 State Hwy 131
Viola, 54664
Vernon County
tnelson@kickapoo.k12.wi.us // 608-627-0116

Marshall Public Schools

School Nutrition Manager, Gina Kulka
623 Madison Street
Marshall, 53559
Dane County
gkulka@marshallschools.org // 608-655-4403

Mineral Point Unified School District

Coordinator Food Service, Cindy Roalfs
705 Ross Street
Mineral Point, 53565
Iowa County
cindy.roalfs@mp.k12.wi.us // 608-987-0739

Monona Grove School District

Food Service Coordinator, Dee Matthys
5301 Monona Drive
Monona, 53516
Dane County
dolores.matthys@mgschools.net // 608-221-7660
ext318

Mount Horeb Area School District

Food Service Director, Michelle Denk
421 W Garfield Street
Mount Horeb, 53572
Dane County
denkmichelle@mhasd.k12.wi.us // 608-437-2400
www.mhasd.k12.wi.us

North Crawford School District

Food Service Director, Kay Teague
47050 County Road X
Soldiers Grove, 54655
Crawford County
kteague@ncrawford.k12.wi.us

Oregon School District

Food Service Director, Robyn Wood
123 E Grove St
Oregon, 53575
Dane County
rsw@oregonsd.net // 608-835-4036

Parkview School District

Student Nutrition Coordinator, Nancy Carlson
106 W Church Street
Orfordville, 53576
Rock County
ncarlson@email.parkview.k12.wi.us // 608-879-
9924 x6123

Potosi School District

Food Service Director, Bernie Emler
128 Hwy 61 N.
Potosi, 53820
Grant County
emlerb@potosisd.k12.wi.us // 608-763-2161
ext:136

Prairie Du Chien School District

Food Service Director, Donna Heilmann
1901 E. Wells St.
Prairie du Chien, 53821
Crawford County
heido@pdc.k12.wi.us // 608-326-3760

Richland School District

Food Service Director, Nellie Tyl
1996 Hwy 14W
Richland Center, 53581
Richland County
ntyl@richland.k12.wi.us // 608-647-6063

Rio School District

Food Service Director, Rachel Mason
411 Church Street
Rio, 53960
Columbia County
mason@rio.k12.wi.us // (920)992-3141 ext 188

St. Aloysius School District

Principal, John Brennan
608 Oak st.
Sauk city, 53583
Sauk County
Jbrennan@straphael.org // 608-643-6868

St. Mary School District

Food Service Director, Linda Raimer
315 W. Cook St.
Portage, 53901
Columbia County
lraimer@straphael.org // 608-742-4998

St. Mary's, Richland Center School District

Food Service Director, Debbi Zorea
155 W 5th St.
Richland Center, 53581
Richland County
debbi.zorea@stmarysrc.com // 608-647-4470

Sun Prairie/Madison Diocese School District

Food Service Director, Susan Young
219 Columbus St
Sun Prairie, 53590
Dane County
susan.young@straphael.org // 608-837-8508

Waunakee School District

Food Services Manager, Carrie Karls
114 E. Third Street
Waunakee, 53597
Dane County
ckarls@stjb.org // 608-849-5325

Wauzeka-Steuben School District

Food Service Director, Monica Krachey
301 E Main St
Wauzeka, 53826
Crawford County
krachmon@wauzeka.k12.wi.us // 608-875-5311

Wisconsin Dells School District

Food Service Director, Greg Heller
520 Race Street
Wisconsin Dells, 53965
Columbia County
gheller@sdwd.k12.wi.us // 608-253-1461



Southeast Region

Includes Dodge, Jefferson, Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington & Waukesha Counties

Fort Atkinson School District

Student Nutrition Director, Barb Waara
925 Lexington Blvd
Fort Atkinson, 53548
Jefferson County
waarab@fortschools.org // 920-563-7811

Grafton School District

Director of Nutrition Services, Linda Binder
1900 Washington Street
Grafton, 53024
Ozaukee County
lbinder@grafton.k12.wi.us // 262-376-5405

Greendale School District

Food Service Coordinator, Cindy Kacmarcik
6801 Southway
Greendale, 53129
Milwaukee County
cindy.kacmarcik@greendale.k12.wi.us // 414-423-0110 x 4314

Hamilton School District

Manager of Food Services, Kira Cerroni
W220N6151 Town Line Rd
Sussex, 53089
Waukesha County
kira.cerroni@gmail.com // 262-246-1809

Hartford Jt.1 School District

Food Service Director, Jill Piontek
1100 Cedar Street
Hartford, 53027
Washington County
piontek@hartfordjt1.k12.wi.us // 262-673-8048

Hustisford School District

Food Service Director, Cindy Fitzsimmons
845 So. Lake Street
Hustisford, 53034
Dodge County
fitzsimmons@hustisford.k12.wi.us // 920-349-3261

Jefferson School District

Food Service Director, Rebecca Blyth
206 S. Taft Ave.
Jefferson, 53549
Jefferson County
blythr@jefferson.k12.wi.us // 920-675-1035
www.jefferson.k12.wi.us

Lomira School District School District

School Nutrition Director, Janie Maier
1030 4th St.
Lomira, 53048
Dodge County
jmaier@lomira.k12.wi.us // 920-269-4396 x118

Lumin School District

Administrative Assistant, Mary Ernst
8242 N. Granville Road
Milwaukee, 53224
Milwaukee County
ernst@luminschools.org // 414-354-5126
www.luminschools.org

Milwaukee School District

Food Service Manager, Steve Steidl
801 W. Lincoln Avenue
Milwaukee, 53215
Milwaukee County
steidls@archmil.org // 414-645-4378 X241

New Berlin School District

Food Service Director, Cindy Jensen
433 S Sunnyslope Road
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Palmyra-Eagle Area School District

Food Service Director, Annette Kozlowski
123 Burr Oak Street
Palmyra, 53156
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Port Washington School District

Food Service Director, Clark Blachly
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Port Washington, 53074
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Racine School District

Food Service Director, Dolly Maluska
1220-Mound Ave
Racine, 53404
Racine County
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1934

St Albert School District

Principal, Julia Hutchinson
1913 W. Becher
Milwaukee, 53215
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Swallow School District

Food Service Director, Debbie Noyes
W299 N5614 Highway E
Hartland, 53029
Waukesha County
noyesd@swallow.k12.wi.us // 262-367-2000

Waupun School District

Food Service Director, Janelle Krause
801 E Lincoln St
Waupun, 53963
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2879



School Nutrition Director Survey

School District:

Contact Name:

Address:

City/State/Zip:

Phone:

Email:

Fax:

Other members of Farm to School Team (if applicable):

Student enrollment		Average total daily lunch count		Free and reduced percentage	
school	# of students	School	# of students	School	% of students
Elementary school		Elementary school		Elementary school	
Middle school		Middle school		Middle school	
High school		High school		High school	
Total enrollment		Total daily lunch count		Total % free and reduced	

1. Do you currently prepare fresh, whole produce? Y N
 If not, would you be able to do so in the future? Y N

2. Delivery location:

3. Days of delivery: (please check all acceptable) M T W TH F

4. Is invoice required with product delivery? Y N

5. How long after the invoice is delivered will payment be received?

6. What is your cooler or refrigerator capacity for storing fresh produce?

7. Which distributors do you currently receive food from?

8. Comments:



School Nutrition Director Survey

9. What are the main reasons you are looking to purchase Wisconsin-produced product? (check all that apply)

Support the local economy

Customer demand

Required by supervisor

Support Wisconsin family farms

Help preserve farmland

Serve fresher, tastier food

Other:

10. Cost: If items from a local farmer cost more than you usually pay, can you pay more?

Yes No

Comment:

11. Are you able to promote the local purchasing you're doing through signs, flyers, posters, and/or promotional activities in the lunchroom? If promotional assistance were available, would you be interested in getting help?

12. Would you be interested in hosting training for your kitchen staff focused on efficient and safe prep of fresh produce or other topics, if training were available?

Yes No

If yes, list type(s) of training:

13. If teachers are willing, are you interested in working with them to highlight local items on the menu and integrate educational activities in their classrooms? (Free lesson plans are available at www.reapfoodgroup.org/farm-to-school/resources-for-educators).

Yes No



School Nutrition Director Survey

Please indicate items you would be interested in ordering

Vegetable	Currently Buy	Willing to Buy	Approx. pounds needed per week	Form (whole, shredded)	Comments
Asparagus					
Beets					
Broccoli					
Brussel Sprouts					
Cabbage					
Carrots					
Cauliflower					
Celery					
Corn					
Cucumbers					
Green Beans					
Greens (collard, kale)					
Eggplant					
Lettuce (Romaine, Bibb)					
Onions					
Parsnips					
Peas					
Peppers					
Potatoes					
Pumpkins					
Radishes					
Salad Greens					
Spinach					
Squash (Summer)					
Squash (Winter)					
Tomatoes					
Turnips					
Other:					



Wisconsin Farm to School - Linking the Land to the Lunchroom

School Nutrition Director Meeting Checklist

BEFORE

- ✓ Give the school food nutrition director survey to the representative from the school with whom you will meet
 - Try to make appointments with the school nutrition director since this person is typically responsible for making final procurement decisions
- ✓ Complete the appropriate reference materials for your farm business
 - Producer survey
 - Product availability and price form

DURING

- ✓ Bring samples of product (if available)
- ✓ Review the producer and school nutrition director surveys together
- ✓ Discuss and negotiate the important details:
 - Estimated volume of product to be delivered
 - Ordering process (including best way to contact one another)
 - Delivery schedule including time of day, frequency and location
 - Packing requirements: standard box, grade, loose pack, bulk, etc.
 - Post-harvest handling practices: is the produce pre-cooled? How clean should the product be?
 - Cost per unit, payment terms, payment process
 - Names, phone numbers and email addresses of contact people for ordering and billing
- ✓ Sell yourself!
- ✓ Invite them to the farm to see and sample products
 - Your best selling point is your farm and products

AFTER

- ✓ Follow-up with nutrition directors



School Nutrition Director Meeting Checklist

- Like you, nutrition directors are busy and it is up to you to keep the discussions going. If you follow up, you also indicate that you will follow through with product orders.



Translation Chart

“Pecks to Pounds”

Commodity	Unit	Approximate Net Weight		
		U.S. Pounds	Metric Kilograms	
Apples	bushel	48	21.8	
	loose pack	38-42	17.2-19.1	
	tray pack	40-45	18.1-19.1	
	cell pack	37-41	16.8-18.6	
Asparagus	crate	30	13.6	
Beans	bushel	56-60	25.4-27.2	
Blackberries	12, 1/2-pint basket	6	2.7	
Broccoli	wirebound crate	20-25	9.1-11.3	
Brussel sprouts	ctn, loose pack	25	11.3	
Butter	block	55,68	25,30.9	
Cabbage	open mesh bag	50	22.7	
	flat crate (1 3/4 bu)	50-60	22.7-27.2	
	ctn, place pack	53	24	
Cantaloupes	crate	40	18.1	
Carrots	film plastic bags, mesh sacks, and cartons holding 48 1lb. film bags	55	24.9	
	Cauliflower	WGA crate	50-60	22.7-27.2
	Celery	crate	60	27.2
Cherries	lug	20	9.1	
Corn	wirebound crate	50	22.7	
	ctn, packed 5oz ears	50	22.7	
	Cucumbers	bushel	48	21.8
Eggplant	bushel	33	15	
Eggs	average size, case, 30 doz.	47	21.3	
Garlic	ctn of 12 cubes or 12 film bag pkgs, 12 cloves each	10	4.5	
	Grapes	Eastern, 12-qt basket	20	9.1
		Western, lug	28	12.7
	Western, 4-basket crate	20	9.1	
Honey	gallon	11.84	5.4	
Honeydew melons	2/3 ctn	28-32	12.7-14.5	
Kale	ctn or crate	25	11.3	
Lettuce	carton packed, 24	43-52	19.5-23.6	
Lettuce, greenhouse	24-qt basket	10	4.5	
Milk	gallon	8.6	3.9	
Onions	dry, sack	50	22.7	
	green, bunched, ctn 12-doz.	10-16	4.5-7.3	

Translation Chart, Cont. “Pecks to Pounds”

Commodity	Unit	Approximate Net Weight	
		U.S. Pounds	Metric Kilograms
Peaches	bushel	48	21.8
	2 layer ctn or lug	22	10
	3/4-bu, ctn crate	38	17.2
Pears	bushel	50	22.7
Peas	unshelled, bushel	28-30	12.7-13.6
Peppers	bushel	25-30	11.3-13.6
Plums	ctn or lug	28	12.7
	1/2-bu basket	30	13.6
Potatoes	bushel	60	27.2
	barrel	165	74.8
	box	50	22.7
Raspberries	1/2-pt baskets	6	2.7
Spinach	bushel	18-20	8.2-9.1
Strawberries	24-qt crate	36	16.3
	12-qt crate		
Sweet potatoes	bushel	55	24.9
	crate	50	22.7
Tomatoes	crate	60	22.7
	lug box	32	14.5
	2-layer flat	21	9.5
Tomatoes, greenhouse	12-qt basket	20	9.1
Turnips	without tops, mesh sack	50	22.7
	bunched, crate	70-80	31.8-36.3
Watermelons	melons of average or medium size	25	11.3