

KSFSA RESOLUTION: COMPETITIVE FOOD RULE

WHEREAS, The National School Lunch Program exists to enable school children to have the opportunity to have nutritious meals at school, and

WHEREAS, The programs in operation must maintain a sound financial basis to continue to provide these nutritious meals, and

WHEREAS, Competition in the schools with the foodservice program from school organizations or from any other source reduces the cash resources of students for the purchase of balanced meals that contribute to adequate health and well-being of the students, and

WHEREAS, Research has found that children will purchase non-nutritious foods or food of poor nutritional quality in lieu of balanced meals when the option is available, and

WHEREAS, The federal regulation published by the Food and Nutrition Service amending 7 CFR Parts 210 and 220 published on May 17, 1985, on Competitive Foods fails to provide criteria protecting the nutritional standards of the program or the financial basis of the Child Nutrition Programs by allowing the sale of unrestricted foods ANYWHERE in the school – even in the cafeteria – by school groups and at any time, be it therefore

RESOLVED That the Kentucky School Food Service Association requests that the Superintendent of Instruction and the State Board of Education provide leadership and support of the school foodservice programs of the Competitive Food Rule for the Commonwealth that provides all Kentucky school children such a rule that states no less than the following:

“Schools of the Commonwealth shall prohibit the sale of foods of minimal nutritional value, as listed in Appendix B of the federal regulation, and foods in competition with the local foodservice operation, on school property from the beginning of the school day until 30 minutes after the last meal service period.”

ADOPTED BY KSFSA BOARD SEPTEMBER 1985.

(This resolution is typical of many activities undertaken throughout the history of the Association to help eliminate competitive foods from the schools.)

**RESOLUTION: Minimum Training Requirement
for
School Foodservice Personnel**

WHEREAS, The health and well-being of school children is often in the hands of classified school personnel who frequently have little professional training, and

WHEREAS, Food service is an integral part of the educational process and does deserve attention equal to that accorded both instructional and auxiliary services, such as transportation and building and grounds, and

WHEREAS, The state has established minimum training in essential skills for school bus drivers and for certain aides, and

WHEREAS, The school foodservice personnel provide food to the school population, and

WHEREAS, The school kitchen is potentially the most hazardous work place in most schools, be it therefore

RESOLVED That the Kentucky School Food Service Association in cooperation with the Kentucky Association of School Food Service Administrators and the Kentucky Department of Education, seek the promulgation of regulations requiring seven hours of training in safety, sanitation, and other program areas, including but not limited to: nutrition, basic program philosophy, quantity food preparation and merchandizing, as a minimum training requirement for employment in a daily staff position in a school kitchen, and be it finally

RESOLVED That the Department of Education, Division of Food Services, in cooperation with the Kentucky School Food Service Association and the Kentucky Association of School Foodservice Administrators assure that the training opportunities are available on an established schedule to satisfy the intent of this resolution.

ADOPTED BY THE KSFSA EXECUTIVE BOARD in Elizabethtown on March 11, 1998.

EDUCATION AND HUMANITIES CABINET

Department of Education

Office of Administration and Finance

702 KAR 6:045. Personnel; food service employee qualifications.

RELATES TO: KRS 156.160

STATUTORY AUTHORITY: KRS 156.070, 156.160

NECESSITY AND FUNCTION: KRS 156.160 requires the State Board of Elementary and Secondary Education to adopt regulations deemed necessary or advisable for the protection of the physical welfare and safety of public school children. This regulation prescribes necessary qualifications and training of beginning school food service employees.

Section 1. No person shall work, or be allowed to so work, in a school kitchen unless he or she is physically and mentally able to do so safely and satisfactorily.

Section 2. Beginning with the 1989-90 school year, a condition of initial employment in a school kitchen shall be completion of the beginning school food service personnel training course prescribed by the State Board of Elementary and Secondary Education and issuance of a Kentucky school food service employee certificate by the Commissioner, based upon evidence submitted to the Kentucky Department of Education, Division of School Food Services, from a certified instructor that all training requirements have been fulfilled under the provisions of this regulation. The prescribed training course for certification of beginning school food service personnel shall consist of the following instructional units and minimum instructional clock hours:

- (1) School Food Service Rules and Regulations – 1 hour;
- (2) Sanitation – 1 hour;
- (3) Safety and First Aid – 1 hour;
- (4) Food Preparation and Merchandising – 1 hour;
- (5) Equipment Use and Care – 1 hour;
- (6) Efficient Use of Resources – 1 hour; and
- (7) Nutrition Education – 1 hour.

Section 3. Those incumbent school food service personnel who voluntarily complete the beginning school food service personnel training course shall also be issued a Kentucky school food service certificate as prescribed in Section 2 of this regulation.

Section 4. Beginning with the 1990-91 school year, all certificate holders shall be required to renew their certificates annually by satisfactorily completing a minimum of four (4) hours of in-service training conducted by a certified instructor and relevant to the curriculum established under the standards set forth in Section 2 of this regulation.

Section 5. The local school food authority may issue a temporary school food service employee permit if it is necessary to initially employ an applicant on an emergency basis as a replacement or additional staff position; provided that the applicant meets the qualifications set forth in Section 1 of the regulation. This permit will be valid for a period of forty (40) work days and shall be non-renewable. In order to continue working after this forty (40) day period has expired, the applicant shall fulfill the requirements of Section 2 of this regulation.

Section 6. Beginning substitute school food service personnel shall fulfill the following requirements:

- (1) Be employed with a temporary permit for forty (40) work days from the date of employment;
- (2) A substitute certificate shall be issued upon completion of four (4) hours of training as defined in Section 2 of this regulation in the following areas:
 - (a) Equipment Use and Care;
 - (b) Safety and First Aid;
 - (c) Sanitation; and
 - (d) Food Preparation and Merchandising.
- (3) Renewal of this certificate shall be based upon satisfactorily completing one-half of the requirements specified in subsection (2) of this section.

RESOLUTION: EMPLOY A KSFSA EXECUTIVE SECRETARY

WHEREAS, The Kentucky School Food Service Association is approaching the twenty-first century with increasing membership and increased services to those members, and

WHEREAS, The demand on the time of “Volunteer” members to perform the tasks required for processing membership, for processing certification records and for clerical-type services is beyond the limits that should be expected of the member or the school system where employed, and

WHEREAS, The future growth of the Association demands that the membership assess its future and ways to meet that future – a challenge accepted by the “KSFSA Organization Committee” at the Future Seminar held on August 1 and 2, 1988, in Frankfort, and

WHEREAS, The Committee explored available “contract services” and feel that this is a viable alternative to current needs – to employ an “Executive Secretary” to meet this need with all policy and administrative functions retained by the officers and standing or ad hoc committee chairs, be it therefore

RESOLVED That the KSFSA amend its Bylaws to provide for the employment of an “Executive Secretary” that will provide services defined by the Executive Board with all policy and administrative functions retained by the officers and committee chairs involved. The President shall represent the Association as the primary authority and supervisor of the “Executive Secretary” within the confines of a written contract, which shall be approved by the Executive Board, and be it further

RESOLVED That, if approved the Resolutions Chairman present this resolution to the CHALLENGER Editor for publication in the next issue of the newsletter and that a ballot be prepared for the newsletter to allow the membership to have an opportunity to vote on this proposal which shall result in the addition of a section of the Bylaws, and be it finally

RESOLVED That, if this resolution is approved by the membership and the proposed dues increase is approved, the Executive Secretary shall be employed as soon as possible.

ACTION TAKEN ON THIS RESOLUTION: Presented to the KSFSA Executive Board on September 30, 1998. APPROVED.

(Follow through on this resolution: Was presented to the membership along with a resolution to increase dues to support the initiative. Both were approved by the membership. The Bylaws have been revised to provide for the Executive Secretary. Dues increase has been used for other activities.)

RESOLUTION: EDUCATION REFORM INCLUDE

HEALTH & WELL-BEING OF CHILDREN

- WHEREAS,** The improvement of education has become the number one state and national issue of 1989, and
- WHEREAS,** Philosophically and practically, education is the basis of democracy, personal gratification, and economic achievement, and
- WHEREAS,** Research supports the concepts that a balanced diet is the key to good health and to academic achievement, and
- WHEREAS,** All discussions of solutions for “fixing education” inevitably address “the taxpaying public”, “accountability”, “additional investments of resources”, “freedom of choice of school”, “school-based management”, “incentive payments”, etc., and
- WHEREAS,** Except for preschoolers and the handicapped, concern for the general health and well-being of the student is not being addressed by those charged with “fixing” the problems of education, and
- WHEREAS,** The general school environment is increasingly a model of the Free Enterprise System at work rather than an Educational System where the professional staff is frequently used as sales personnel and/or as monitors of junk-food sales and the students as unofficial “tax collectors”, be it therefore
- RESOLVED** That consideration be given by the Task Force on Education and all agencies and organizations involved in improving education to institute practices in school administration that will enhance the educational process and the child nutrition programs in the schools of the Commonwealth by prohibiting the sale of ‘junk foods’ and non-essential supplies by the schools, and be it further
- RESOLVED** That the use of child nutrition program revenue designated for food, labor and supplies should not be used for any other purpose in order that the price of the nutritious foods offered to children at school shall be within the means of all parents, and be it further
- RESOLVED** That adequate time be provided for students to eat a school breakfast and a school lunch, and be it further
- RESOLVED** That job descriptions continue to be required for classified positions that define basic skills essential for performance of the job assignment, and be it further
- RESOLVED** That a certification standard be reestablished for the position of local school foodservice director as for other certified positions to assure compliance with the federal program regulations thereby assuring the availability of the Child Nutrition Programs to Kentucky students, and be it finally
- RESOLVED** That a copy of this resolution be sent to the Governor, the chairman of the three committees on the Task Force on Education Reform, the two coordinators of this Task Force, and the Kentucky Association of School Administrators.

ACTION TAKEN: ADOPTED BY THE EXECUTIVE BOARD OF THE KENTUCKY SCHOOL FOOD SERVICE ASSOCIATION ON DECEMBER 1, 1989; AND THE EXECUTIVE BOARD OF THE KENTUCKY ASSOCIATION OF SCHOOL FOODSERVICE ADMINISTRATORS ON JANUARY 12, 1990.

**KENTUCKY SCHOOL NUTRITION ASSOCIATION
OUT OF STATE TRAVEL
POLICY**

GENERAL GUIDELINES:

1. All "out of state" travel reservations shall be made using the best air fare rates available.
2. Lodging and meals shall not exceed six (6) days and nights. Meals provided as part of conference/meeting registration cannot be claimed. Agenda &/or receipts must be attached.
3. Current bank balance shall be kept at a sufficient amount to cover line items budgeted.
4. All lodging shall be reimbursed at a double occupancy when applicable except for single rate opposite sex.
5. Days to be paid shall be the planned agenda of the meeting, including no more than two travel days, based on time zones and meeting start times.
6. All expenses shall be submitted on a KENTUCKY SCHOOL NUTRITION ASSOCIATION Travel Expense Report (copy attached) with corresponding receipts attached
7. Travel expense voucher and receipts shall be submitted within 15 days prior to the end of the conference or meeting to the KENTUCKY SCHOOL NUTRITION ASSOCIATION Secretary/Treasurer.

APPROVED ACTIVITIES and DELEGATES:

- *1. SNA ANNUAL NATIONAL CONFERENCE – President, President-Elect & Vice President as delegates to the SNA House of Delegates, Challenger Editor, and Exhibit Chair in alternate years, budget allowing
- *2. INDUSTRY SEMINAR – President
- *3. LEGISLATIVE ACTION CONFERENCE – Legislative Chairman; President-Elect, President. Administrators Section Chair Elect and appointed regional directors as budget allows. Other delegates submitted by the Legislative Committee may attend if approved in the annual budget. (See Public Policy and Legislation Committee)
- *4. LEADERSHIP CONFERENCE – Current officers: President-Elect, Vice President, incoming Vice President; and others as suggested by SNA if KSNA budget allows.
5. LOUISE SUBLETTE AWARD WINNER & HEART OF THE PROGRAM WINNER – Annual state winners to the Annual National Conference and will expected to share a room unless an exception is approved by the Executive Committee. In the event that a participant chooses to have a single room, reimbursement will be made at one half the double occupancy rate.
6. ACDA CONFERENCE – Immediate Past President or appointed designee.
7. OTHER SNA CALLED MEETINGS AS APPROVED BY THE EXECUTIVE BOARD AND REFLECTED IN THE ANNUAL BUDGET.

*If any of the designated attendees for Annual national Conference, Leadership Conference, Legislative Action Conference, and Industry Seminar cannot attend those meetings, the Executive Committee may appoint another member to attend to represent Kentucky.

KENTUCKY SCHOOL NUTRITION ASSOCIATION TRAVEL & OTHER ASSOCIATION PURCHASES EXPENSE REPORT

NAME (Please Print)	TITLE OF POSITION
DATE OF THIS SUBMISSION	DATES OF TRIP

PURPOSE OF TRAVEL (Meeting, training, etc.)

DATE	FROM (CITY)	TO (CITY)	PRIVATE AUTO MILES/ CHARGE (per state rate)	<u>MEALS</u> Per Diem cannot be claimed when meals are provided; agenda &/or receipts must be attached.			ROOM	*OTHER PURCHASES	TOTAL
				BREAK- FAST (\$8)	LUNCH (\$12)	SUPPER (\$25)			
TOTAL									

SIGNATURE OF CLAIMANT _____ DATE _____

ADDRESS _____

APPROVED _____ – TREASURER, KSNA

*All items listed in "OTHER" must be explained on reverse side of form (ex. Parking, Tips, door prizes for conference). Please list items such as taxi cabs, plane fares, etc. in this column. Original receipts and agendas must be attached.
Rev. 9/2009

KENTUCKY SCHOOL FOOD SERVICE ASSOCIATION

- Whereas,** the Kentucky School Food Service Association, an affiliate of the American School Food Service Association, is committed to high quality programs and appropriate nutrition education for students in the schools of Kentucky, and
- Whereas,** the focus in the Commonwealth in education is defined by the 1990 Education Reform Act and the ensuing challenges to improve all programs and practices that affect students, and
- Whereas,** the child nutrition programs of the Commonwealth seek to set a standard of excellence to assist schools in achieving nutrition integrity goals through adoption of the *Keys of Excellence: Standards of Practice for Nutrition Integrity* published by the American School Food Service Association in 1995, and
- Whereas,** *Keys of Excellence* defines national standards and provides a framework for continuous program review, evaluation and improvement and has been piloted nationally, and
- Whereas,** *Keys of Excellence* establishes a comprehensive approach to program planning, management and operations, toward the goal of achieving nutrition integrity in local programs, be it therefore
- Resolved** that the Kentucky School Food Service Association endorse the *Keys of Excellence* as one tool to achieve program integrity, and be it further
- Resolved** that *Keys of Excellence* provide a foundation for professional development and training offered by the Association in its annual plans of work, and be it further
- Resolved** that the Kentucky School Food Service Association encourage local boards of education and school foodservice directors to adopt the *Keys of Excellence* as a self assessment tool in planning local program improvements to meet the needs of students served by their school nutrition programs, and be it finally
- Resolved** that the Division of School and Community Nutrition, Kentucky Department of Education, be encouraged to incorporate appropriate standards defined in the *Keys of Excellence* in the monitoring and review procedures for the child nutrition programs of the Commonwealth.

ADOPTED THIS 13th DAY OF March 1999, by the Executive Board of the Kentucky School Food Service Association, meeting at Barren River State Park.

3/8/99:hd

RESOLUTION: IN APPRECIATION

WHEREAS, The Kentucky School Food Service Association needs to communicate with all of its members concerning the activities of the association, and

WHEREAS, One publication distributed two times annually to each member of record on the publishing date is a means of serving this need, and

WHEREAS, For fourteen (14) years a team consisting of Glenna Acree, Sondra Jackson and Brenda Mann have served the Association and its members by publishing the CHALLENGER, be it therefore

RESOLVED that the Kentucky School Food Service Association acknowledge with appreciation the dedicated service to this association and its members of Glenna Acree, Sondra Jackson and Brenda Mann through the publication of the CHALLENGER.

Adopted by the Kentucky School Food Service Executive Board on the 24th day of September, 1999, meeting in Louisville, Kentucky.

KSFSA Resolution: Honoring the service of Helen Davis

WHEREAS, Helen Davis has demonstrated her dedication to and love for children through her employment as Food Service Director of Todd County Schools since, 1957, and

WHEREAS, Helen Davis has demonstrated her commitment to professional excellence by her membership in the Kentucky School Food Service Association since 1957, and

WHEREAS, Helen Davis served as KSFSA's 12th President in 1967-68, and as American School Food Service Association Executive Board Treasurer in 1969-71, and

WHEREAS, Helen Davis has been a tireless advocate for Kentucky's children, and worked on both KSFSA and ASFSA Public Policy and Legislation Committees, and

WHEREAS, Helen Davis represented KSFSA on the additional ASFSA committees of National School Lunch Week, Chair; Louisville Annual Conference Program, Chair; Budget Committee, Chair; Executive Committee; First Membership Chair; Resolution and By-Laws Committee, member and chair, and

WHEREAS, Helen Davis is known by her friends and colleagues as a kind and caring woman, gentle in spirit and virtuous of character, who has generously given of herself, therefore be it

RESOLVED that the Kentucky School Food Service Association does hereby honor Helen Davis and wish her many years of health and happiness, and be it further

RESOLVED that a ceremonial copy of this text be presented to Helen Davis, on the occasion of the KSFSA Annual State Conference, to be held in Owensboro Kentucky, June 18, 2001.

Approved and adopted this 16th day of March 2001.

Katrina Crutcher, Committee Member
KSFSA By-Laws and Resolutions Committee

KSFSA Resolution: Honoring the service of Janey Thornton
to the KSFSA & SNA PPL Committee

WHEREAS, Janey Thornton has demonstrated her commitment to professional excellence by her membership in the Kentucky School Food Service Association since September 1983, and

WHEREAS, Janey Thornton has been a tireless advocate for school food service issues by serving as a member and chair of the KSFSA Public Policy and Legislation Committee since 1990, and

WHEREAS, Janey Thornton has faithfully served on the American School Food Service Association Public Policy and Legislation Committee for the past three years, therefore be it

RESOLVED that the Kentucky School Food Service Association does hereby honor Janey Thornton as she finishes her current service on the SNA PPL Committee, and wish her continued success in her position of KSFSA PPL Committee Chair, be it further

RESOLVED that a ceremonial copy of this text be presented to Janey Thornton, on the occasion of the KSFSA Annual State Conference, to be held in Owensboro, Kentucky, June 18-21, 2001.

Approved and adopted this 18th day of June 2001.

Katrina Crutcher, Committee Member
KSFSA By-Laws and Resolutions Committee

KSFSA Resolution: Honoring the service of Paul McElwain

WHEREAS, Paul McElwain has demonstrated his dedication to and love for children through his leadership as Director of School and Community Nutrition (previously known as the Division of School Food Services) since 1987, and

WHEREAS, Paul McElwain has demonstrated his commitment to professional excellence by his membership in the Kentucky School Food Service Association since 1988, and

WHEREAS, Paul McElwain has been a tireless advocate for Kentucky's children, and worked on both KSFSA and ASFSA Committees, and

WHEREAS, Paul McElwain has been named one of 27 national 'Healthy School Heroes' by The Robert Wood Foundation, at the Healthy Schools Summit held in Washington, D.C. in early October of 2002, and

WHEREAS, Paul McElwain serves as a "role model" to those who serve with him in Kentucky, and has helped to raise participation in school meal programs, especially breakfast, and

WHEREAS, Paul McElwain is known by his friends and colleagues as a caring gentleman, who has generously give of himself,

THEREFORE BE IT RESOLVED that the Kentucky School Food Service Association does hereby honor Paul McElwain and wish him continued success, and

THEREFORE BE IT RESOLVED that a ceremonial copy of this text be presented to Paul McElwain, on the occasion of the KSFSA Annual State Conference, to be held in Louisville, Kentucky, June 23-26, 2003.

Kentucky Nutrition Advisory Council Resolution

November 1, 2004

WHEREAS, the Kentucky Nutrition Advisory Council stands firmly committed to promoting good nutrition in Kentucky's schools;

WHEREAS, the Kentucky Nutrition Advisory Council has been developing leadership and nutrition awareness among Kentucky's youth for the past twenty-five years;

WHEREAS, the Kentucky Nutrition Advisory Council members support efforts in the fight against childhood obesity, diabetes, and other health-related issues;

WHEREAS, the Kentucky Nutrition Advisory Council members are advocates for Coordinated School Health initiatives in schools;

WHEREAS, the Kentucky Nutrition Advisory Council members and the members of Kentucky School Nutrition Association share the mutual purpose of supporting child nutrition programs in the state of Kentucky;

WHEREAS, the mission of the Kentucky School Nutrition Association is to serve quality, nutritious meals and be an integral part of the education of Kentucky's youth;

WHEREAS, a core value of the Kentucky School Nutrition Association is a commitment to children and students of all ages, as well as quality meal service in all Kentucky schools;

WHEREAS, childhood obesity, diabetes, and other health and fitness issues have reached epidemic proportions in Kentucky;

THEREFORE BE IT RESOLVED that the Kentucky Nutrition Advisory Council urges the Kentucky School Nutrition Association to continue the support of Kentucky's students, their customers, through Kentucky's NAC Program; **AND BE IT FURTHER RESOLVED** that the Kentucky Nutrition Advisory Council along with the Kentucky School Nutrition Association, promote the expansion of student involvement in nutrition and fitness activities, across the state of Kentucky.

Adopted this first day of November 2004 at the Annual State NAC Conference in Frankfort, Kentucky.

Submitted for inclusion in the Kentucky School Nutrition Association, Procedure Manual by the NAC Chair.

Resolution

Whereas, the federal child nutrition programs, including the school lunch and breakfast programs, are important to the health and education of the children of Meade County;

Whereas, the child nutrition programs must be reauthorized by the Congress of the United States during the current fiscal year;

Whereas, reduced price school meals are offered, in participating schools, to children with family income between 130 percent of the poverty line and 185 percent of the poverty line;

Whereas, many families in the reduced price income category are finding it difficult to pay the reduced fee and, for some families, the fee is an insurmountable barrier to participation;

Whereas, the Special Supplemental Food Program for Women, Infants and Children (WIC) provides free benefits to all participants with family income below 185 percent of poverty; and

Whereas, legislation has been introduced by Senators Dole (R-NC) and Roberts (R-KS) to phase out the reduced price meal program, harmonizing school meals with WIC;

NOW THEREFORE BE IT RESOLVED, that the Kentucky School Food Service Association supports reauthorization of all federal child nutrition programs;

BE IT FURTHER RESOLVED, that the Kentucky School Food Service Association urges the Congress of the United States to eliminate the reduced price school meals programs, and to provide free meals for all children with family incomes below 185 percent of poverty; and

BE IT FURTHER RESOLVED, that this RESOLUTION shall be sent to the State's Congressional delegation in Washington, D.C.

Approved and adopted this 23rd day of June, 2003.

Katrina Crutcher, Committee Member
KSFSA By-Laws and Resolutions Committee

KENTUCKY SCHOOL NUTRITION ASSOCIATION CONFLICT OF INTEREST POLICY

I. Policy

It shall be the policy of the Kentucky School Nutrition Association (KSNA) that no member, while serving the Association in a leadership capacity, either as an Officer, a Director, Committee Chair, Committee Member or in another type of leadership capacity, will take personal advantage of his or her leadership role by allowing a situation to exist that may be construed as a conflict of interest situation.

II. Purpose

It has been the intent of the Kentucky School Nutrition Association, since its inception to carry on its activities in accordance with the highest ethical standards. Adoption of this Policy by the KSNA Executive Board is, therefore, a reaffirmation of KSNA's intent that all Directors, Officers, Committee Chairs, Committee Members and other members holding elected or appointed leadership positions practice the highest ethical standards and give undivided loyalty to KSNA and its goals. Any activities which do not serve the best interest of KSNA or which favor the personal advantage of another person or corporation are inconsistent with the duties and responsibilities owed to KSNA.

III. Practice/Procedures

It is therefore resolved that:

1. All Directors, Officers, Committee Chairs, Committee Members and members holding other leadership positions within the Association, shall scrupulously avoid any conflict between their respective individual interests and the interests of the Kentucky School Nutrition Association, in any and all actions taken by them on behalf of KSNA in their respective capacities.
2. Conflicts of interest would include, but not be limited to, direct financial or close personal interests in a company or product which could be effected by a decision of a Board, Committee, or other Association governing body on which the Leader serves; acceptance of any gift, entertainment, services, loans, or promises of future benefits from any person or organization that might benefit because of the Leader's connection with KSNA (note: this does not apply to gifts and/or similar entertainment of nominal value); and compensation in the form of fees or salaries if such payment is affected directly or indirectly by the Leader's work with the Association (note: KSNA is not critical of such interests; it merely requests that Leaders disqualify themselves from direct service to the Association if they have such interest.)
3. Annually, at the fall meeting of the Executive Board, all Officers, Directors, Committee Chairs, and Members shall disclose any direct or indirect relationships with organizations, either for-profit or not-for-profit, that may, during their term of office, be involved with the Association in a formal capacity. Examples of such relationships may include, but not be limited to, employer-employee relationships, governance relationships, contractor-contractee relationships, etc.

4. All Leaders of the Association shall refrain from accepting, during their term of office, any form of compensation from KSNA or one of its units (Chapter, Committees, etc.) for any purpose whatsoever, including, but not limited to fees for course instruction; fees for consulting; salaries for work-for-hire; scholarships; and monetary or other awards (except in the case of awards specifically intended for active Leaders.)
5. In the event any Leader of KSNA may stand to derive a personal gain or benefit from a transaction with KSNA, or shall have any direct or indirect interest in or relationship with any individual or organization (i) which proposes to enter into any transaction with KSNA for the sale, purchase, lease or rental of property; or (ii) which proposes to render or employ services, personal or otherwise, to KSNA; or (iii) which may be seen as competing with the interests or concerns of KSNA; such Leader shall forthwith give the Executive Board of Kentucky School Nutrition Association notice of such interest or relationship and shall, therefore refrain from voting or otherwise attempting to affect any decision for KSNA to participate or not to participate in such transaction and the manner of terms of such participation. Minutes of appropriate meetings should reflect that such disclosure was made, and that such Officer or Leader abstained from voting and absented him or her self from the final review and vote on the matter.
6. Product endorsement shall not be made by Executive Board members nor shall an Officer or Leader of KSNA appear in any advertisements or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any product company, service or industry during their term of office. Executive Board members should refrain from appearing in industry advertisements/promotions and should never work in an exhibitor booth during any KSNA meeting.
7. Executive Board members should not serve on advisory boards that have publications, trade shows or other events that compete with KSNA for advertisers, exhibitors or sponsors. Industry that supports KSNA often request Executive Board members to participate in advisory boards, focus groups, and/or attend or speak at annual sales meetings, etc. Participation in these activities, however, is not considered a conflict of interest.
8. Members of the Executive Committee may not serve on any industry publication or other advisory board during their tenure in office.

A copy of this policy shall appear in the orientation materials for newly elected Board members and be shared with the Nominating Committee for distribution to all prospective candidates. An Executive Board member having questions about a potential conflict of interest should confer with the KSNA Executive Committee. The current policy shall be included in KSNA's Procedures Manual.

Approved and adopted this 21st day of June, 2004.

Katrina Crutcher, Committee Member
KSNA By-Laws and Resolutions Committee

**Kentucky School Nutrition Association
Executive Board Member Statement Regarding Confidentiality,
Competition, and Disclosure of Potential Conflicts of Interest**

I have been elected/appointed to serve on the Executive Board of the Kentucky School Nutrition Association (KSNA).

I understand that my sources of income and financial interests and/or my business dealings with KSNA may create a conflict of interest or apparent conflict of interest.

I understand that as an Executive Board member that I cannot endorse a product(s) of one our industry partners nor shall I appear in any advertisement or industry articles featuring endorsement of any product, company, service or industry-contributed articles featuring endorsement of any products, company, service or industry during my term of office. As an Officer/Leader of KSNA, I shall refrain from appearing in industry advertisements/promotions and never work in an exhibitor booth during any KSNA meeting.

I agree not to serve on advisory boards that have publications, trade show or other events that compete with KSNA for advertisers, exhibitors or sponsors.

I agree to disclose (1) any significant source of income or other financial interest I or an immediate family member has which may be directly or indirectly affected by a decision of KSNA and/or its Executive Board, and/or (2) any significant interest I or an immediate family member has in an organization which KSNA is dealing with or with which it is considering conducting business, either at the time of my appointment (or when this policy is implemented) or when that information is relevant to matters under consideration by the Executive Board on which I serve.

I agree that if (1) my income or other financial interest may be directly or indirectly affected by an action or decision of the KSNA Executive Board I serve on, or (2) my interest involves an organization with which KSNA is dealing or considering dealing, I will not vote on the transaction under consideration and will excuse myself from the meeting while the matter is under consideration unless the remaining board members request that I participate in the discussion.

I understand that it is my responsibility to update this information if there are changes in the sources of my income, my other financial interests, organizations with which KSNA is considering business, and/or the impact of KSNA's actions may have on these interests.

I understand that if I have questions regarding a potential conflict of interest that I should confer with the KSNA Executive Committee.

I further understand that the information that I provide in this statement may be provided to members of the Executive Board and/or officers of KSNA.

I further understand that in the course of my duties on the Executive Board, I will have access to confidential information about KSNA's operations. I agree that during and after my service on the Board, I will not disclose any such information to any person or entity, other than the officers, agents and employees of KSNA, except as KSNA specifically

authorizes or directs me in writing. I will observe any requirements of procedures that KSNA may require for the protection of the confidentiality of such information. I understand that any questions as to what information is confidential will be referred to, and resolved by, the President of the Association.

Date

Signature