



A Step by Step Guide to Implementing Lunch Out of Landfills!

A Waste Sorting and Composting Program in Frederick County Schools – Fall 2019

Lunch Out of Landfills! has been an evolving collaborative effort among several key entities. It has the support of FCPS Superintendent Dr. Theresa Alban and will be rolled out in 14 schools in fall 2019:

- Brunswick Elementary School
- Brunswick Middle School
- Brunswick High School
- Butterfly Ridge Elementary
- Centerville Elementary School
- Green Valley Elementary School
- Lincoln Elementary School
- Monocacy Elementary School
- North Frederick Elementary School
- Urbana Sugarloaf Elementary
- Urbana Middle School
- Urbana High School
- Valley Elementary School
- Yellow Springs Elementary

PARTNERS Assisting with School Roll-Outs of Lunch Out of Landfills!:

Mountainside Education and Enrichment, Inc. (MEE): Joe Richardson, MEE's Founder and **Lunch Out of Landfills!** Facilitator (1) works with schools and partner organizations to promote and implement the program, (2) engages and informs school administrators, students, teachers, and building services staff, and (3) obtains funding and resources to implement programs in each school.

Meghan McKeever, Urbana-Sugarloaf Elementary School Teacher Champion: Meghan shares her experience and advice on implementing a successful **Lunch Out of Landfills!** program. She has compiled teacher resources for incorporating this hands-on student experience into classroom learning.

Composting Working Group: This volunteer advocacy group assists with **Lunch Out of Landfills!** school roll-outs by recruiting volunteers to guide students with proper waste sorting.

Rotary Clubs: Frederick County Rotary Clubs provide (1) funding for compost pick-up services and essential materials, (2) volunteers to help conduct waste sorts and guide students with waste separation after program roll-outs, and (3) coordination for program roll-out in designated schools.

Frederick County Office of Recycling: Annmarie Creamer, Recycling Outreach Program Analyst, assists with educating program volunteers and school participants about waste sorting and proper recycling practices.

Key City Compost: This Frederick County company provides (1) off-site composting, (2) compost collection bins and (3) compost pick-up service for each participating school.

Frederick County Public Schools & Frederick County Public Schools Division of Operations: In addition to the individual schools partnering with the **Lunch Out of Landfills!** initiative, FCPS is contributing funding to assist with compost pick-up services. On August 1, 2019, County Executive Jan Gardner announced funding for a one year pilot program that would provide part-time **Compost Coaches** who would work in school cafeterias to guide students to properly sort lunch waste to reduce contamination in compost and recycling bins.

Lunch Out of Landfills! Implementation Steps		Status and Notes
1.	School & Program Stakeholder Engagement – Part 1	
✓	Meet with and gain buy-in from school principals .	Joe Richardson with Mountainside Education and Enrichment has met with many of the 14 FCPS school principals who have agreed to implement Lunch Out of Landfills! in fall 2019 (List of participating schools at end).
	Identify Internal School or Teacher Champion (Teacher or staff member).	This role is critical for gaining support from teachers and students
	Meet with Building Services and Cafeteria Staff .	Explain program operation and purpose; Identify concerns; Share benefits to staff (reduced and lighter trash bags).
	Identify and contact Partners to help plan and roll-out the program.	Potential partners include Mountainside Education and Enrichment; County Recycling Office, Area Rotary Clubs, PTAs.
2.	Plan for Program Essentials	
✓	Identify source of funds needed for compost pick-up service.	Fall 2019: Funding has been secured from Frederick County Rotary Clubs and FCPS.
✓	Identify carrier for off-site composting pick-up service.	Fall 2019: Key City Compost will serve as the carrier for Lunch Out of Landfills!
✓	Determine source for compost, liquids, and composting containers and scales for the cafeterias.	Fall 2019: MEE is making containers and scales available to schools through financial assistance from Smoketown Rotary and MEE.
	Determine number of waste-sorting stations needed in cafeteria.	
	Determine if scale and tracking sheets for weighing sorted waste will be part of program.	
3.	School Stakeholder Engagement – Part 2	
	Present Lunch Out of Landfills! initiative and learning opportunities to teachers .	School Champion will organize teacher meetings to share program purpose, results from other Lunch Out of Landfills! schools, and learning resources on waste, composting, trash, landfills, etc. MEE can assist with teacher presentations. Teacher resources, including read-aloud books, videos, and curricula are available to each school through QR codes on handouts in Lunch Out of Landfills School Toolkits.
	School Champion enlists Student Green Team or Service Club to assist with program promotion and implementation.	Teams or club members can gather baseline data through Waste Sorts, and can help promote, launch, and implement program. They can also be responsible for weighing sorted waste each day and recording data.

School Stakeholder Engagement – Part 2 (continued)		
	Optional: Conduct Waste Sort activity with small student group to gather baseline weight data for liquids, recyclables, compostable foods, and trash.	School Champion, MEE, and Rotary Clubs can assist with organizing and implementing Waste Sorts. Be sure to have students set aside unopened food and unpeeled fruit that has been thrown out and photograph the amount of perfectly good food thrown away. Share photo and Waste Sort statistics with MEE.
	Inform parents and PTA members about Lunch Out of Landfills! initiative.	<p>(1) Present at PTA Meetings and share program purpose and environmental connections. Explain how parents can get involved in program, how parents can reduce waste with trash-free strategies, reusable containers and age-appropriate portions. Share how parents reduce food waste at home.</p> <p>(2) Send fliers and/or email messages home to parents about program, strategies to reduce lunch waste, and opportunities to get involved.</p> <p>MEE and other partners can present at PTA meetings.</p>
4.	Program Implementation	
	Determine what promotional activities and materials are needed. Engage student clubs or classes with poster making.	School Champion may want to discuss this with teachers, administrators, student clubs, etc.
	If school decides to weigh and track separated waste at the end of each day's lunch periods, determine who will be weighing and collecting data daily.	<p>Who will record weight data on data sheets? How will it be recorded –manually or in a spreadsheet? Who will collect and enter data? How will be data be used in the classroom? Who will send data to MEE?</p>
	Set launch date.	Connect with key partners about launch date including Key Compost, MEE, and Rotary Club that may be assisting with volunteer recruitment.
	Determine who will recruit volunteers to monitor Waste Sorting Stations for 1-2 weeks after launch.	Rotary Club partners may be able to help with this.
	Sign up volunteers to monitor Waste Sorting Stations daily for 1-2 weeks after launch.	SignUp.com is an easy tool for this.
	Promote program launch throughout school.	Utilize posters, school announcements, classroom discussions and presentations, etc.

Program Implementation (continued)	
Educate students about proper waste sorting and recycling, and the environmental impacts of food waste in landfills, non-recyclable waste, and related topics.	Use Student Assemblies or classroom presentations to educate students about why reducing trash and keeping food out of landfills is an important environmental action everyone can take. Teach what is and is not recyclable, and what is, and is not, compostable.
Ensure liquids, recycling, and composting bins are in place and ready to use in cafeteria. If applicable, ensure scale is set up and ready to use	Connect with MEE's Joe Richardson about delivering bins and scale. (joesr@bar-t.com)
Remind scheduled volunteers who are guiding students with proper waste sorting.	
After two weeks of students being guided by volunteers, determine how waste will be periodically monitored for proper waste sorting and possible contamination (e.g., non-compostable items ending up in compost bins, or non-recyclable items in recycling bins.)	Who will be engaged to monitor waste sorting to ensure contamination is kept to a minimum? What process or strategy will be used to keep students sorting properly?
5.	Other Strategies to Consider
Share Tables	<p>A Share Table is a place where students can place unopened and/or sealed foods they choose not to eat during school lunch or breakfast on a table or in a basket providing an opportunity for other students to take additional helpings of food that would otherwise be thrown away. Examples include unpeeled fruit, milk, yogurt, juices, and sealed packets of dried fruit, cookies, bars, etc.). These tables will help reduce food waste and serve the nutrition needs of students.</p> <p>Issues that need to be worked out include:</p> <ol style="list-style-type: none"> (1) Whether or not all shared food must be thrown out after each lunch period (a guideline of FCPS Food and Nutrition Services and the Frederick County Health Dept.), (2) Refrigeration for dairy products, (3) Possibilities for transporting remaining shared food at the end of the school day to food distribution centers willing to accept it, such as the Frederick Rescue Mission's Food Distribution Center. <p>An examples and model of Share Table implementation is the DC Food Project (www.dcfodproject.org).</p>

Fall 2019 Roll-Out: Schools, Timeframes, Rotary Club Partners & Contacts

Months:	September				October					November	
Weeks:	1 (9/2)	2 (9/9)	3 (9/16)	4 (9/3)	1 (9/30)	2 (10/7)	3 (10/14)	4 (10/21)	5 (10/28)	1 (11/4)	2 (11/11)
Urbana-Sugarloaf ES	No volunteer needs										
Urbana HS	S. Frederick Rotary										
Green Valley ES	Southern Frederick Rotary - Joe R.										
Centerville ES	Southern Frederick Rotary - Joe R.										
Urbana MS	Southern Frederick Rotary - Joe R.										
Brunswick HS	Smoketown Rotary - Karin Tome										
Brunswick ES	Smoketown Rotary - Arch Hodges										
Brunswick MS	Smoketown Rotary - Sue Kelley										
Valley ES	Smoketown Rotary - Ernie Stepoulos										
Lincoln ES	Carroll Creek Rotary - Clyde Hicks										
North Frederick ES	Tentative: Carroll Creek Rotary										
Monocacy ES	Tentative: Noon Rotary										
Butterfly Ridge ES	Tentative: Noon Rotary										
Yellow Springs ES	Tentative: Fredericktowne Rotary										

SCHOOL	ROTARY CLUB PARTNER	CONTACT PERSON	CONTACT INFO
Brunswick Elementary	Smoketown Rotary	Arch Hodges	arch.hodges@gmail.com
Brunswick Middle	Smoketown Rotary	Sue Kelley	sue@kelleypros.com
Brunswick High	Smoketown Rotary	Karin Tome	ktomester@gmail.com
Butterfly Ridge Elementary	Tentative: Noon Rotary	TBD	TBD
Centerville Elementary	Southern Frederick Rotary	Joe Richardson, Sr.	joesr@bar-t.com
Green Valley Elementary	Southern Frederick Rotary	Joe Richardson, Sr.	joesr@bar-t.com
Lincoln Elementary	Carroll Creek Rotary	Clyde Hicks	clyde@trailhouse.com
Monocacy Elementary	Tentative: Noon Rotary	TBD	TBD
North Frederick Elementary	Carroll Creek Rotary	TBD	TBD
Urbana Elementary at Sugarloaf	Southern Frederick Rotary	Joe Richardson, Sr.	joesr@bar-t.com
Urbana Middle	Southern Frederick Rotary	Joe Richardson, Sr.	joesr@bar-t.com
Urbana High	Southern Frederick Rotary	Joe Richardson, Sr.	joesr@bar-t.com
Valley Elementary	Smoketown Rotary	Ernie Stepoulos	ernie@resource360.net
Yellow Springs Elementary	Tentative: Fredericktowne Rotary	TBD	TBD