

**William H. Ball**  
**Interim Principal,**  
**Duzine Elementary School**  
196 Main Street  
New Paltz, New York 12561  
Phone: (845) 256-4300 • Fax: (845)256-4309  
www.newpaltz.k12.ny.us



**Tarkan T. Ceng, Ed.D.**  
**Principal, Lenape Elementary School**  
196 Main Street  
New Paltz, New York 12561  
Phone: (845) 256-4300 • Fax: (845)256-4309  
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October 22, 2018

Dear Parents and Guardians:

In an effort to reduce food waste, and encourage the consumption of food served, the Duzine (K-2) and Lenape Elementary (3-5) schools will be implementing 'sharing tables.' Sharing tables are tables where children can place food and beverage items served by the cafeteria that they choose not to eat or drink. This allows other children the opportunity to take additional helpings of these food items at no additional cost to them. These items will be properly maintained.

To ensure the safety of food and drink items placed on sharing tables, the New York State Department of Health and the New York State Education Department developed the following guidance pertaining to sharing tables. The New Paltz Central School District Food Services Department has developed protocols to ensure an efficient and safe practice.

Sharing tables can safely be implemented provided the following conditions are met:

- Food items are protected from contamination (wrapped in plastic wrap or in covered containers); fruits requiring peeling (e.g. oranges) are considered protected
- The sharing table is supervised by a school food service staff person
- Students must leave unwanted food items on the sharing table before sitting down to eat
- The use of a sharing table is included in the school's standard operating procedures and food safety plan
- Time/temperature controlled for safety (TCS) foods placed on the sharing table must be held under temperature control or (with a Time as a Public Health Control (TPHC) waiver from the local health department) discarded at the end of the lunch service (not more than four hours)
- Donated food may not be returned to the kitchen and sold again

We believe this is an extremely forward thinking idea and look forward to working with all of our staff to ensure the successful implementation of this exciting initiative, slated to begin on November 7<sup>th</sup>. If you have any questions please don't hesitate to phone one of us, William Ball at Duzine, or Tarkan Ceng at Lenape. You can also phone our Director of Food Services, Mike Robinson. All phone numbers are located on our webpage at [newpaltz.k12.ny.us](http://newpaltz.k12.ny.us).

Sincerely,

A handwritten signature in black ink, appearing to read "W. Ball", written over a light blue horizontal line.

William H. Ball  
Interim Principal  
Duzine Elementary School

A handwritten signature in black ink, appearing to read "T. Ceng", written over a light blue horizontal line.

Tarkan T. Ceng Ed.D  
Principal  
Lenape Elementary School