

Application for the Child Nutrition Advisory Council

The California Department of Education (CDE) is accepting applications for members to serve on the Child Nutrition Advisory Council (CNAC). This packet explains the application and selection process and contains a copy of the application.

The CNAC is recruiting for the following members to serve terms starting January 1, 2026, through December 31, 2028:

- **Child Care Food Program Sponsor**
- **Classroom Teacher**
- **Consultant Position**
- **Curriculum Coordinator**
- **Lay Person**
- **School Administrator**
- **School Board Member**

Application Deadline: Monday, April 21, 2025

Applications must be sent via email to the CNAC email address at CNAC@cde.ca.gov. Hard copy applications will not be accepted.

For assistance, please email the CNAC team at CNAC@cde.ca.gov.

Please identify the position for which you are applying. You may apply for any position for which you are qualified. A separate application packet is required for each position.

Select Position:

Child Care Food Program Sponsor

Classroom Teacher

Consultant Position

Curriculum Coordinator

Lay Person

School Administrator

School Board Member

Application Packet Checklist

Required Items

Contact Information

Responses to Applicant Questions

Letters of Recommendation (two; one must be from an employer, if applicable)

Resume (contact information should not be included)

References (three; names and titles only)

Employment Experience

Educational Background

Professional Licenses and Certificates (if applicable)

Awards, Honors, or Citations Received (if applicable)

Professional Affiliations (if applicable)

Signed Conflict of Interest

Signed and Dated Statement of Understanding

Optional item

Ethnicity and Gender Data

CNAC Background Information

The CNAC's mission is to provide input in the areas of health, wellness, and nutrition for all students in California's pre-kindergarten through grade twelve public schools. Additional information about the CNAC can be found on the CDE CNAC web page at <https://www.cde.ca.gov/ls/nu/he/cnac.asp>.

As noted in the CNAC Bylaws, which can be found on the CDE CNAC web page at <https://www.cde.ca.gov/ls/nu/he/cnac.asp#Bylaws>, the CNAC is committed to:

- Ensuring that all youth in California have access to nutritious and appealing meals and that Child Nutrition Programs (CNP) promote students' involvement
- Promoting the inclusion of nutrition education in schools
- Maintaining a communication network among allied organizations
- Monitoring federal and state laws and regulations and recommending changes when appropriate

Areas of input include, but are not limited to, the following:

- Effective food service management techniques and practices which will ensure the quality of CNP, including, but not limited to:
 - Food production
 - Nutrition and health expertise
 - Communication systems
 - Policies
 - Facilities
- Effective nutrition education programs, including, but not limited to:
 - Curriculum
 - Framework and guidelines
 - Policies
 - Techniques and practices
 - Assessment and evaluation

Eligibility

Candidates for Child Care Food Program Sponsor, Classroom Teacher, Curriculum Coordinator, Food Service Supervisor/Manager, Food Service Director, and Parent Teacher Association/Parent Teacher Organization representative, School Administrator, and School Board Member, must be currently acting in the respective role or have acted in that role within the last 24 months and must be affiliated with a public noncharter school, public charter school, or school district currently participating in the U.S. Department of Agriculture (USDA) National School Lunch Program or School Breakfast Program. Candidates for the Consultant and Lay Person can be from a school or district described above or from a community, regional, state, or federal agency, but should have experience with, or affiliation to, a California

school or district as described above.

Term of Office

The term of office for each position is three years. The three-year term begins January 1, 2026, and ends December 31, 2028.

Time Requirements

While the meeting timeframes are flexible, meetings usually occur in the months of April, August, and October. These one-day, in-person meetings are held in Sacramento. Agendas and any accompanying materials are sent to members for review in advance of meetings.

Selection and Appointment Process for CNAC Members

Please be concise as you complete this application. Observe the response limits for each question. Portions of responses in excess of limits will not be reviewed or considered. All application materials, including letters of recommendation, are considered to be public records and can be available for public inspection upon request.

Initial Screening

An ad hoc CDE screening committee will review all applications received and select the successful candidate for each open position from the applicant pool. The committee will review each application holistically and make recommendations for selecting a candidate who reflects the best cross-section of those who apply and who brings complementary skills and experience to the CNAC as a whole.

Interview

The CDE screening committee and/or State Superintendent of Public Instruction (SSPI) may interview the top candidates for each position to inform the selection process. Candidates selected for an interview will be notified at least five business days in advance. Interviews will be conducted remotely.

Appointment

The top candidate for each open position from the screening will be recommended for appointment by the SSPI.

Contact Information

This information will become public record. Professional, rather than personal, contact information may be provided.

Name:

Email address:

City:

Preferred phone (business line is suggested):

Current employer (if applicable):

Current position (if applicable):

Applicant Questions

In your own words, respond to the following prompts.

- 1. Provide an overview of how your education, training, and experience make you a suitable candidate for the CNAC position for which you are applying. Please limit your response to 250 words.**

- 2. Describe your nutrition education priorities and philosophy when educating children, young adults, or community members. How will you contribute this perspective to the CNAC? Limit your response to 500 words.**

- 3. Add anything else you would like those involved in the selection process to know about you and your interest in participating in the CNAC. Limit your response to 250 words.**

- 4. The CDE is led by an elected official, the SSPI. Is there anything in your past, personal or professional, that could bring disrepute or embarrassment to the office of the SSPI?**

Yes

No

Letter(s) of Recommendation (LOR)

Submit two LOR with the application. One letter must be written by your employer (if applicable). The other one, or two if no employer letter, should come from someone unrelated to you who can comment on your qualifications for the position you are seeking. Any LOR sent in excess of the maximum of two will not be reviewed.

If you are employed by a local educational agency, the employer letter must be written by the agency's chief administration officer (typically the superintendent or designee), must recognize and approve the additional workload you would experience if appointed, and acknowledge that the state will not provide reimbursement for the cost of any substitute personnel that may be needed as a result of your participation in the application process or, if appointed, service on the CNAC.

Resume

Please include your most current resume. **You may delete personal contact information if desired as these documents become public record.**

References

Please list the names and titles, if applicable, of three people who may be contacted in regard to your work and experience in relation to the appointment you are seeking. Individuals who have written letters of recommendation may also be listed as references. Again, this information becomes public record; contact information will be requested as needed.

Employment Experience

List up to four employment experiences, listing the most recent first.

1. Position:

Organization/Agency:

Dates:

2. Position:

Organization/Agency:

Dates:

3. Position:

Organization/Agency:

Dates:

4. Position:

Organization/Agency:

Dates:

Educational Background (please list up to four, list most recent first)

1. Institute/Program:

Degree:

Dates:

2. Institute/Program:

Degree:

Dates:

3. Institute/Program:

Degree:

Dates:

4. Institute/Program:

Degree:

Dates:

Professional Licenses and Certificates

1. License or Certificate Name:

Issue Date:

2. License or Certificate Name:

Issue Date:

3. License or Certificate Name:

Issue Date:

4. License or Certificate Name:

Issue Date:

Awards, Honors, or Citations Received

1. Name of Award, Honor, or Citation:

Issue Date:

2. Name of Award, Honor, or Citation:

Issue Date:

3. Name of Award, Honor, or Citation:

Issue Date:

4. Name of Award, Honor, or Citation:

Issue Date:

Professional Affiliations

1. Name of Organization:

Date of Affiliation:

2. Name of Organization:

Date of Affiliation:

3. Name of Organization:

Date of Affiliation:

4. Name of Organization:

Date of Affiliation:

Conflict of Interest

Please review the CDE's Conflict of Interest Code found in *California Code of Regulations*, Title 5, Subchapter 6, Section 70 (5 CCR § 70) at <https://bit.ly/45kQNYk> and sign below. Members of the CNAC are subject to 5 CCR § 70 provisions and are required to file a completed Statement of Economic Interest, Form 700.

I have reviewed the Conflict of Interest Code.

Signature of Applicant:

Ethnicity and Gender

The following information regarding ethnicity and gender is optional but is helpful to ensure balanced representation (*Government Code* sections 11140–11141).

Ethnicity

Black or African American

American Indian or Alaskan Native

Hispanic or Latino

White

Asian Groups:

Indian

Cambodian

Chinese

Japanese

Korean

Laotian

Vietnamese

Pacific Islander Groups

Filipino

Other Asian

Guamanian

Hawaiian

Samoan

Other Pacific Islander

I choose not to Identify

Decline to state

Gender

Male

Female

Nonbinary

Other (specify):

Decline to state

Reasonable Accommodation for Any Individual with a Disability

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the CNAC may request assistance by contacting Andrea Bricker, Nutrition Education Consultant, by email at abricker@cde.ca.gov.

Completed Application

Email* completed application or questions to:

CNAC team
California Department of Education
CNAC@cde.ca.gov

***If you need assistance submitting an application, please contact the CNAC team at CNAC@cde.ca.gov.**

Deadline for receiving applications is Monday, April 21, 2025.

Statement of Understanding

I have read the information about the CNAC member selection process and this application in its entirety. I understand and agree to participate in the selection process; and acknowledge that appointment decisions are final. If appointed by the SSPI, I will pledge an oath of allegiance to the state and perform the responsibilities of a CNAC member to the best of my ability.

Signature of Applicant:

Nondiscrimination Statement

In accordance with federal civil rights law and USDA civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact the USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete the USDA Program Discrimination Complaint Form, (AD-3027) which can be obtained online at <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> or from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax: (833) 256-1665 or (202) 690-7442; or

3. email: program.intake@usda.gov