



Sun Prairie Area School District

Futures depend on us...every child, every day.

2017-18 Department Level Scorecard and Action Plan

Department: School Nutrition Program

Director: Kathy Walker

Link to [District Scorecard](#)

Teaching & Learning Annual Goal:
All Students surpass their annual academic growth targets and graduate ready for success.
Pillar Captain - Stephanie Leonard-Witte

Vital Measure	District Level Strategic Actions from Scorecard	Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Increase district mean on the student engagement survey	Examine district policies, practices, programs, structures, climate, and culture to identify barriers to equity and produce recommendations for 2018-19 school year	Kathy Walker Cathy Berk	Implementation of action plan through partnership with PEG Facilitation of equity discussions at staff meetings Examine the 45/15 alternative calendar and review for staffing and other budget costs	Plan of Action Documents Meeting minutes Staff schedules	Increase in Student Engagement Survey scores Increased costs	Quarterly Quarterly Quarterly	Q1 & Q2: Plan of Action for equity in Food Services (FS) for students and staff DELT Dates: Sept 7 and Jan 5 LC Dates: Sept 27, 28, and January 25 Contacted Rochester MN SD and discussed 45/15 School Year	

							<p>Increased costs mainly in Nutrition Office regarding more menu planning and ordering of food</p> <p>Q2 & Q3: PBIS training with all FS staff 10/18/17</p> <p>Civil Rights Training for all staff in November and December</p> <p>Discussion of equity at Menu and Focus Meetings</p> <p>Set commitments discussed with staff at Site Manager Meeting - 2/12/18</p>	
--	--	--	--	--	--	--	---	--

Workforce Focus Annual Goal:
Proactively recruit, retain and engage talent that reflects and is responsive to our diverse community.
Pillar Captain - Malika Evanco

Vital Measure	Strategic Actions (add rows as needed)	Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Employee Retention (Turnover)	All schools/ departments will be given turnover/retention data to implement the strategies listed to the right	Kathy Walker Cathy Berk	Rounding conversations with staff Completion of onboarding checklist within 30 days of new hire start date Check-up: informally within 60 days of onboarding date Create check-up form Check-up and complete form for each new staff person	Rounding logs Completed checklists Check-up forms	Turnover data Number of completed onboarding checklists Number of completed check-up forms	Quarterly Quarterly Quarterly	Q1 & Q2: Rounding with new staff started All Onboarding Checklists completed in 30 days 60 day Check up Forms created Q3: Recipe Creation by FS Staff and one-on-one training	

Employee Engagement	<p>Identify the 2 most critical areas of improvement and identify/implement strategies to address</p> <p>Increase the district mean on the Employee Engagement Survey</p>	<p>Kathy Walker</p> <p>Cathy Berk</p>	<p>Two priorities: Employee input in decision-making pertaining to their jobs and available resources for staff to accomplish their work</p> <p>Focus group meetings will be held monthly to work on getting feedback to implement new processes and work on continual improvement in program and in job processes involving a pilot on time studies</p> <p>Menu group meetings will be held monthly for employee input on menus; hold multiple taste testing events at schools for student input</p> <p>Organize two events bi-annually to demonstrate appreciation of employee work</p>	<p>Meeting minutes</p> <p>Taste-testing results in menus</p> <p>Powerpoint presentations</p>	<p>Employee Engagement Survey average increase from ____ to ____</p> <p>*baseline to be established due to updated survey</p>	<p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p>	<p>Q1 &2: Purchased large and small equipment so staff can serve higher quality of foods (transport boxes and warmers plus small utensils and food scales)</p> <p>Q3: February Black History month to feature menus on Fridays</p> <p>Taste-testing at CHUMS</p> <p>Appreciation Tea for FS Staff-2/9/18</p> <p>Q4: Ice Cream social will be scheduled for spring</p>	
Increase percentage of employees with racially and ethnically diverse backgrounds	Meet or exceed the Nutrition Dept. goal	<p>Kathy Walker</p> <p>Cathy Berk</p>	<p>Attend and interview at job fairs - twice annually</p> <p>Focused effort on diverse candidate pools</p> <p>Add interview question: "How did you hear about the position"? Then target most common area for marketing to increase percentage</p>	Interview paperwork	Diversity data from Human Resources	Quarterly	<p>Q1 & Q2: Two job fairs (July 22nd and Oct. 25th, 2017) attended; 4 staff hired increasing diversity to 19.2% for Nutrition Dept.</p>	

			Build relationships with the Sun Prairie Food Bank to work with and help our diverse community				Added question - mainly hearing about jobs from WECAN and job fairs Q3: Contacted Sun Prairie Food Bank and started donation of foods	
--	--	--	--	--	--	--	--	--

Community Engagement Annual Goal:
Excel in how we serve all stakeholders and build relationships with
families, community members, and businesses that promote positive outcomes for students.
Pillar Captains - Brad Saron, Patti Lux-Weber

Vital Measure	Strategic Actions (add rows as needed)	Process Lead(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Parent Satisfaction Survey	Review and refine communication at site level	Kathy Walker Cathy Berk	Nutrislice implementation for communication to parents regarding menus, carbohydrate counts, and other nutrition information	Website upgrade	Parent Satisfaction Survey	Yearly	Q1: Nutrient Analysis work done Q2: Carbohydrate counts being sent to Health Assistants who work with Diabetic Students Q3: Mid-January, ready to start uploading information to Nutri-Slice	
Community Engagement	Review and refine communication at site level	Kathy Walker Cathy Berk	Work at developing more communication with the Parent Leadership Council (PLC) and School Community Organizations (SCO)	Feedback Meeting minutes	Meeting data	Quarterly	Patti Lux-Weber communicated new fruit bowl choices to PLC	

Community Engagement Baseline	Implementation of SET Commitments (Service Excellence Team)	Kathy Walker Patti Lux-Weber	Build awareness of SET commitments across Nutritional Services staff	Meeting agendas	Meeting agendas	End of year	<p>Q1 & Q2: Incorporating information into staff meetings held</p> <p>Q3: Training for Site Managers at meeting - 2/12/18</p>	
-------------------------------	---	---------------------------------	--	-----------------	-----------------	-------------	---	--

Facilities & Operations Annual Goal:
Use district resources effectively and efficiently.
Facilities and services meet the needs of our diverse and growing student population and community.
Pillar Captain - Janet Rosseter

Vital Measure	Strategic Actions (add rows as needed)	Process Owner(s)	Supporting Department Level Strategic Actions	Artifacts	Measures	Timeline	Stop Light	EOY Stop Light
Create a resource allocation plan for the Nutrition Program	Analyze and assess the Nutrition Budget and provide recommendations to increase efficiencies	Kathy Walker Cathy Berk	Research and purchase a new Point of Sale (POS) system to better capture meals and accountability which will in turn create greater efficiencies	End of Month Reports, Meal claim documenta- tion Meeting minutes	Meal data Meeting minutes	Quarterly Quarterly	Q1: Worked with IT to determine new POS Q2: New POS Implemented on 11/1/18; great success!	
Ensure that new schools open on time, under budget	Create benchmark timelines Coordinate with Facilities and Grounds for delivery system Coordinate with Human Resources on Hiring	Kathy Walker Cathy Berk	Determine staffing levels and hire staff for both new schools Purchase small equipment for two new kitchens through competitive bids	Staffing plan Competitive pricing	Staffing plan Quote results	Quarterly Quarterly	Q3: Staffing work will begin in February Q1: Small Equipment list determined Q3: Will go out for competitive bidding in March	