



Sun Prairie Area
School District
Futures depend on us...every child, every day.

2019-20 Department Level Scorecard and Action Plan

Department: Nutrition Services	Director: Kathy Walker
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[District Scorecard](#)

Nutrition Services Scorecard			
Results Measures	Q1	MY	EOY
Operational and Strategic Planning Goal <ul style="list-style-type: none"> Equipment Replacement Plan Development Implementation of CEP at Westside, Continuation of CEP at Prairie Phoenix Academy New High School Kitchen Design 			
Community Engagement Goal <ul style="list-style-type: none"> Community Engagement Events Parent Satisfaction Student Engagement 			
Workforce Focus Goal <ul style="list-style-type: none"> Employee Retention Employee Engagement and Appreciation Workforce Diversification 			

Workforce Focus Goal:

In order to create an asset based school district where staff feel engaged, appreciated and well trained so as to retain and recruit staff that will support students in their education.

*Employee Retention.
Employee Engagement and Appreciation.
Employee Diversification.*

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Employee retention	Retain at 90% or higher Part-time PD hours - 4 hours, staff scheduled 6 hour or more = 6 PD hours	Develop training for staff and retrain on Federal Regulations yearly Meet USDA regulations for Professional Development of all Nutrition Staff	June 30, 2020	Encourage Staff to complete Training Survey Schedule ServSafe Class August Inservice Training Offer vs Serve Class Production Record Class Give staff the resources to do their jobs at a high level (equipment, training, encouragement, etc...)	TBD			
Employee engagement and appreciation	Rounding visits Staff meetings - Site Supervisor, Menu, and Focus Group appreciation events for staff	2 visits each school 15 meetings throughout the year 2 events	June 30, 2020 June 30, 2020 Spring and Summer 2020	Rounding visits and form completion Meeting Minutes Planning Meetings with Office Staff	N/A			
Workforce diversification	Range 22%-35% (2018-19 - 11 of 44 staff = 25%)	Staff diversity to reflect student diversity within district	June 30	Recruit and retain diversity within the Nutrition Program Attend Job Fair Train all staff for improved skills to have confidence to apply for more responsible positions within the Nutrition Program (see trainings above)	TBD			

Community Engagement Goal:

In order to assure the flow of information and strategic two-way communication, we will increase community engagement.

Community Collaboration Events.

School Perception Survey Goal.

Explore Hydroponic Gardening with Student Participation at the High School.

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Community collaboration events	2 events	Engage the Community while promoting the Nutrition Program	June 30, 2020	Plan two events in or out of school with community participation	TBD			
School Perception Survey goal	Increase parent satisfaction rate from 3.62 to 3.76	Maintain and grow strong school to parent partnerships	June 30, 2020	Communicate low and negative meal account balances weekly Attend SCO meetings Menu nutrient information available with the ability to rate foods	N/A			
Student engagement	Research and implement hydroponic gardening	Engage with students to promote good nutrition	June 30, 2020	Meet with Ag Teacher at High School to determine plan Purchase hydroponic equipment Engage students to care for and harvest plants	TBD			

Operational and Strategic Planning Goal

In order to demonstrate fiscal stewardship, we will increase the district's financial standing through excellence in operations.

Develop a Long-Term Equipment Replacement Plan

Implement CEP at Westside, Continue CEP at Prairie Phoenix Academy.

Design State of the Art Kitchen Facility for New High School to Support District Growth in the Future.

Strategy Map:	Balanced Scorecard:		Action Plan:			Q1 11/15	MY 1/15	EOY 6/30
Objectives	Measurement	Target	Timeline (by when)	Supporting Initiative	Budget			
Develop a long-term equipment replacement plan	Plan completed	Determine length of plan and equipment to replace each year	Fiscal Year 2019-20	Contact other Food Service Directors for their plans Collaborate with School Nutrition Manager and other stakeholders to determine replacement timeline	TBD			
Implementation of CEP at Westside, continue CEP at Prairie Phoenix Academy	Increase lunches and breakfasts served	Breakfasts served: 5% more(15 daily) Lunches served: 10% more (15 daily)	June 30, 2020	Work with school and nutrition staff to communicate this to parents Attend back to school events at both schools to promote this and to help families fill out Free/Reduced Applications	NA			
Research and collaborate with Food Consultant on kitchen design for new high school	Plan completed	Efficient layout with distributed dining, production kitchen for elementary schools as part of the plan	June 30, 2020	Work with nutrition staff, food consultant and architects on plan with timely meetings	TBD			