2018-2019 Department Improvement Plan

Goal Area (Aligned to RCSS Strategy Map):   Operational Effectiveness

Performance Objective (Aligned to RCSS Strategy Map):   Establish and Monitor Policies and Procedures for Effectiveness

Initiative 1:   Supper program implementation

Group Affected by Initiative	Research-Based Action Steps	Team/Leader Overseeing the Initiative	Evidence/Data the Team/Leader will collect	Specific Timeline for Implementation	Funding Source, Materials/Resources Needed
Nutrition Services Department	Increase student participation in the Supper Program	Patricia Fisher	Number of meals served	August 2018 - May 2019	Bright from the Start funding
Nutrition Services Department	Complete monitoring reviews for each Supper Program site to ensure program is opperating in accordance with Bright from the Start guidelines	Nutrition Service Team	Monitoring review forms	August 2018 - May 2019	N/A
Nutrition Services Department and Supper Employees	Train Supper Program employees to operate program and to provide quality supper meals	Nutrition Service Team	Sign in sheets from trainings	August 2018 - May 2019	N/A

2018-2019 Department Improvement Plan

Goal Area (Aligned to RCSS Strategy Map): Operational Effectiveness

Performance Objective (Aligned to RCSS Strategy Map): Establish and Monitor Policies and Procedures for Effectiveness

Initiative 2: Improve school health inspection scores

Group Affected by Initiative	Research-Based Action Steps	Team/Leader Overseeing the Initiative	Evidence/Data the Team/Leader will collect	Specific Timeline for Implementation	Funding Source, Materials/Resources Needed
Nutrition Services Department	Improve Health Inspection Scores	Dr. Dana Bing	bi-yearly health inspection scores	August 2018- May 2019	N/A
Nutrition Services Department	Evaluate inspections to determine areas of concern	Nutrition Services Leadership Team	bi-yearly health inspection scores	August 2018- May 2019	N/A

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Goal Area (Aligned to RCSS Strategy Map): Operational Effectiveness

Performance Objective (Aligned to RCSS Strategy Map): Establish and monitor policies and procedures for effectiveness

Initiative 3: Increase breakfast participation

Group Affected by Initiative	Research-Based Action Steps	Team/Leader Overseeing the Initiative	Evidence/Data the Team/Leader will collect	Specific Timeline for Implementation	Funding Source, Materials/Resources Needed
Nutrition Services Department	Increase student participation in breakfast program	Nutrition Services Team	number of meals served monthly vs last year ADP	August 2018-May 2019	Breakfast grants, breakfast carts, pinpads for software, laptops
Nutrition Services Department and School Administrator	Work with school administrators to determine the best course of action for that specific site to increase breakfast participation	Area Coordinators	number of meals served monthly vs last year ADP	August 2018-May 2019	Documentation of how initiatives in other schools has affected participation
NS Dept and managers/employees	Brainstorm ideas for implementing new breakfast initiatives with managers and employees	Nutrition Services Team	collect feedback on initiatives and make changes as necessary	August 2018-May 2019	N/A

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Department Improvement Professional Learning Plan

Supporting Initiative #	Professional Learning Strategy	Specific Professional Learning Timeline	Estimated Cost, Funding Source, and/or Resources	Person(s)/Position Responsible	Monitoring Implementation of Professional Learning	Evidence/Data of Impact
1- Supper Program	Complete all Bright from the Start trainings needed to effecitvely opperate the Supper Program	August 2018- May 2019	N/A	Patricia Fisher	Patricia Fisher	Confirmation of completed test assessments for required annual trainings
2- Health Scores	Provide training on Food Safety, HACCP plan, and identified areas of concern from health inspections	August 2018- May 2019	N/A	Dr. Dana Bing, Cathy Johnson, Sharon Stroman, Patricia Fisher, Arielle Weekley	Dr. Dana Bing	Improved health scores

2018-2019 Department Improvement Plan

Department Improvement Professional Learning Plan

Supporting Initiative #	Professional Learning Strategy	Specific Professional Learning Timeline	Estimated Cost, Funding Source, and/or Resources	Person(s)/Position Responsible	Monitoring Implementation of Professional Learning	Evidence/Data of Impact
3- Breakfast Initiatives	Develop modules on providing quality meals, ways to increase participation, time management of breakfast service, role of breakfast in student achievement	August 2018-May 2019	N/A	Dr. Dana Bing, Cathy Johnson, Sharon Stroman, Patricia Fisher, Arielle Weekley	Cathy Johnson	Increased breakfast participation

Initiative #1 Evaluation

Initiative #1 Description:

Goal Area:	Operational Effectiveness
Performance Objective:	Establish and monitor polices and procedures for effectiveness
Initiative #1:	Supper Program Implementation
What was the need being addressed by this initiative?	To provide students with nutritious meals after school hours.
What was the reason for selecting this initiative?	Recognized the need to provide meals for students participating in after school enrichment activities.
What were the intended results of this initiative?	To increase program participation by 5% annually over a three year period.

Initiative #1 Implementation Evaluation

What evidence is available to show this initiative was fully implemented?	Additional school sites to operate the Supper Program were approved by Bright from the Start. One year review administered by Bright from the Start with no follow up findings.
Were there any barriers to implementing this intiative? Why or why not?	Yes. Administrative support - requirement of additional responsibilites can be time consuming for administrators. Employee labor hours - had to ensure that hours did not exceed 40 hours.
Were there any barriers to maintaining this initiative through the expected timeframe? Why or why not?	No. The Nutrition Services Department was able to recognize individual schools with a need for the Supper Program, submit applications for these school sites that were approved by Bright from the Start, and successfully implement the Supper Program at new sites to increase participation in the program.
Were appropriate resources provided to all stakeholders to implement and maintain this initiative? Why or why not?	Yes. Ongoing training and support was provided for new sites and administrators.
Are changes needed to improve the full implementation of this initiative? What changes?	Yes. Changes will be made on how meals are provided (transporting meals from a production site versus preparing in house).

Initiative #1 Effectiveness Evaluation

What data were collected to monitor and evaluate the effectiveness of this initiative?	Local and Bright from the Start monitoring reviews.
Citing specific data points, was the initiative successful in addressing the need? Why or why not?	Total meals served for 2016-2017 - 15,097; total meals served for 2017-2018 - 38,048. Three sites were added for the 2017-2018 year.
Will you continue with this initiative in the next school year? If so, what changes need to be made to improve its effectiveness?	Yes, the supper program will continue to operate. Changes needed entail how meals are provided to students and availability of employees.

Initiative #2 Evaluation	
Initiative #2 Description:	
Goal Area:	Operational Effectiveness
Performance Objective:	Establish and monitor policies and procedures for effectiveness
Initiative #2:	Improve school health inspection scores
What was the need being addressed by this initiative?	Some schools were being sited for reoccuring incidences with food safety and cleanliness
What was the reason for selecting this initiative?	Concerns over student health
What were the intended results of this initiative?	Ultimately for all schools to score 98% or higher on health inspections and to identify schools needing additional training and support
Initiative #2 Implementation Evaluation	
Describe the steps followed to implement this initiative. Include persons responsible and timeframe for the implementation.	Meet with health inspector to evaluate and identify recurring issues, develop training plan for both managers and employees, schedule health inspector as speaker at annual inservice. Coordinators are responsible for developing plans. Training continues throughout the school year and the health inspector provides training to every employee annually.
Were there any barriers to implementing this intiative? Why or why not?	Yes. Concerns that many aspects of the health inspection are out of the hands of our staff - such as maintenance and custodial issues.
Were there any barriers to maintaining this initiative through the expected timeframe? Why or why not?	No. Training and collaboration will continue between Richmond Co Nutrition Services and the Augusta branch of the Department of Health
Were appropriate resources provided to all stakeholders to implement and maintain this initiative? Why or why not?	Yes.
Are changes needed to improve the full implementation of this initiative? What changes?	Yes. We have to expand our communication to include the custodial and maintenance department.
Initiative #2 Effectiveness Evaluation	
What data were collected to monitor and evaluate the effectiveness of this initiative?	Health inspection scores twice a year
Citing specific data points, was the initiative successful in addressing the need? Why or why not?	Average sanitation score for the district for SY2017-2018 was 99.7%. Health Points Total (district): 10770 points out of 10800.
Will you continue with this initiative in the next school year? If so, what changes need to be made to improve its effectiveness?	Yes. No changes are needed but accountability requires ongoing monitoring of this initiative.