

Quarterly Review and Updates to School Lunch Plan

S	STUDY: To be completed quarterly and at end of school year	
Summarize Data to Date	<p>We continued to work on developing new student-friendly recipes. Once they were developed, we conducted taste testing with students and made changes based on their feedback. These recipes were incorporated into our menus as they became acceptable to our students, and staff was trained in preparing the recipes. Ten new menu recipes were developed, and two new entrees were featured each month.</p> <p>New menu items were highlighted in red on our menus for students and families on the Department of Nutrition Services web page.</p> <p>Communication and customer service professional learning sessions were conducted for all Department of Nutrition Services food service manager trainees. Real-world scenarios regarding customer service were addressed, and managers participated in role-playing to enhance their skill set.</p> <p>A kitchen consultant was hired, a request for proposals (RFP) was written, and a vendor was awarded to purchase and install approximately 350 pieces of equipment. All kitchens were reviewed, and equipment was identified for replacement.</p> <p>A demonstration of menu planning software was conducted. Additional vendors are being contacted for a demonstration.</p> <p>We have decreased staff vacancies by 52.4%. This was accomplished by participating in job fairs, virtual interviews, and social media advertising campaigns.</p>	
Color Coding	<p>On your action plan, color code the steps that you planned for this past quarter. Note the number of action steps in each category: (13)</p> <p>Green – Action step completed (3)</p> <p>Yellow – Action step in progress (8)</p> <p>Red – Action step was not started as planned (2)</p> <p>Blue – Changes for quarter three (2)</p>	
	<p>Analyze how these data give evidence to your progress on the plan (refer to the measures you listed).</p> <p>We have exceeded where we needed to be with our recipe development and menu changes. The menu has expanded in the number of daily offerings and vegetarian options at all grade levels.</p> <p>Weekly professional development is occurring in the department for our staff. Communication has improved through these training sessions.</p>	<p>Analyze the data that give evidence to lack of progress toward the plan (refer to the measures you listed).</p> <p>The purchasing software timeline is being extended. While we have had a software demonstration, the team wants to review other possibilities in order to make the best-informed decision to meet the district's needs.</p>

The RFP for our equipment replacements was approved by the board, and the vendor has begun purchasing the equipment, with installation anticipated to begin in the next quarter.

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ACT: Revise or continue with implementation based on data analysis

What will you change about your plan for the next quarter?

With the installation of new equipment and the increase in staff, we will be able to move more schools off the prepack system.

As a result of additional research prior to making a software choice, we will be able to now recommend a menu planning software to the board for purchase and installation. Once the purchase is finalized, plans for implementation and training will occur.