

**Converse County School  
District #1  
Operations -Nutrition Services**



**Dan Espeland, Superintendent**

**2016-2017**

**PLAN SIGNATURES**

\_\_\_\_\_  
Monty Gilbreath\_\_\_\_\_  
Nutrition Services Director

\_\_\_\_\_  
2016/2017\_\_\_\_\_  
Plan Year



**DISCLAIMER**

**This comprehensive district plan was developed by the Wyoming Department of Education (WDE) in cooperation with AdvancED Wyoming to align state and federal plan requirements to a common framework. This document meets the requirements of both the WDE and AdvancED for district continuous improvement.**

# DISTRICT COMPREHENSIVE PLAN DIRECTIONS

## Writing Plans

There are three domains: Teaching and Learning, Leadership Capacity and Resource Utilization. For each domain:

### 1. ASSESS NEEDS

- Read related research, evaluate student performance and stakeholder survey data, and self-evaluate using the AdvancED rubrics to rate the level of implementation for each indicator as needs improvement, acceptable, or effective practice, or 1, 2, 3, or 4.
- Indicators rated as **Level 4 on the AdvancED rubric are effective practices**. Indicators rated as **3 are acceptable**. Indicators rated as **1 or 2 are needs improvement**.

### 2. SUMMARY OF PRACTICES

- Districts may write summaries for any or all of the AdvancED indicators. The intent is that required plans are included in or attached as links to the summaries.

### 4. IMPROVEMENT PLANS

- The operations improvement plan is required for district continuous improvement work.

## Plan Submission

- Post the plan on the district web site in .pdf format or provide a view-only link.

## Representative Assistance

- The plan template is currently available from WDE in Google Docs and as an Adobe Acrobat Form. Plans can be converted to Microsoft Word. Plan templates can be developed in other collaborative formats if necessary.
- Plan [references](#) are provided in a separate document.

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# TEACHING AND LEARNING

## Standard 3: Teaching and Assessing for Learning

### Family Engagement (3.8)

The system and all of its schools engage families in meaningful ways in their children’s education and keep them informed of their children’s learning progress. ( <a href="#">District Rubric 3.8</a> )	<b>Acceptable</b>
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<b>YES</b>	The district has submitted all “Every Student Counts” (Uniform Report) information. (Wyoming)
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#### Summary of Practices:

We have parents that participate in our Nutritional Advisory Committee. At the beginning of the year parents receive Free/Reduced lunch applications. Our menus are posted on our website as well as sent home with students. The local radio station announces them and they are also in the newspaper.

### Professional Learning (3.11)

All staff members participate in a continuous program of professional learning. ( <a href="#">District Rubric 3.11</a> )	<b>Acceptable</b>
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<b>YES</b>	The district has developed and implemented a professional development plan that focuses on the development and implementation of standards and standards-based assessments, the instructional and student learning uses of technology, individual school improvement goals, assessed needs based on documented student results, and individual professional development goals. (Wyoming)
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<b>YES</b>	The district provides annual training to all school personnel concerning discrimination, confidentiality, and occupational exposure to bloodborne pathogens, seclusion and restraint, training in district policy against harassment, intimidation or bullying and anti-suicide. (Wyoming)
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<b>Plans and Documents</b>	<ul style="list-style-type: none"><li>Professional Development Plan</li></ul>
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#### Summary of Practices:

Monthly staff meetings. The Manager and Director attend statewide conferences. All employees are required to attend the Serving It Safe class and our Nutrition Services Director attends SNA National Conferences.

## Standard 5: Using Results for Continuous Improvement

### Collecting, Analyzing and Applying Learning from a Range of Data Sources (5.2)

Professional and support staff continuously collect, analyze and apply learning from a range of data sources, including comparison and trend data about student learning, instruction, program evaluation, and organizational conditions that support learning. ( <a href="#">District Rubric 5.2</a> )	<b>Acceptable</b>
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<b>YES</b>	The district assesses all grade levels, parents, and staff regarding school mission and student learning, school safety, service provision, equity, and opportunity to learn every three years. The results are used for school improvement planning. (Wyoming)
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<b>Plans and Documents</b>	<ul style="list-style-type: none"><li>• AdvancED Stakeholder Surveys</li></ul>
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#### Summary of Practices:

The nutrition services department collects many forms of data including data related to safety requirements, menu options, menu item ingredients (for example, sodium levels), cost of groceries and products, and student participation. The uses of many forms of data helps inform the process of continuous improvement.

### Training Staff in the Interpretation and Use of Data (5.3)

Throughout the system professional and support staff are trained in the interpretation and use of data. ( <a href="#">District Rubric 5.3</a> )	<b>Acceptable</b>
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#### Summary of Practices:

### Communicating District and School Performance (5.5)

System and school leaders monitor and communicate comprehensive information about student learning, school performance, and the achievement of system and school improvement goals to stakeholders. ( <a href="#">District Rubric 5.5</a> )	<b>Acceptable</b>
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#### Summary of Practices:

The nutrition services department reports our progress on continuous improvement goals at least two times per year to the school board in addition to internal monitoring throughout the year.

# LEADERSHIP CAPACITY

## Standard 1: Purpose and Direction

### District Purpose Revision Process (1.1)

The system engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a system-wide purpose for student success. ([District Rubric 1.1](#))

**Acceptable**

#### Summary of Practices:

All schools and departments, including nutrition services, have missions and goals aligned to the district purpose statement. The nutrition services department has a representative on the district TABS committee who is part of building the district purpose statement by serving as a liaison between the committee and the department staff during the process of revising the purpose statement.

### School Purpose Revision Process (1.2)

The system ensures that each school engages in a systematic, inclusive, and comprehensive process to review, revise, and communicate a school purpose for student success. ([District Rubric 1.2](#))

**Acceptable**

#### Summary of Practices:

The department does review and adopt a mission statement aligned to the district purpose/vision statement.

### Culture Based on Shared Values and Beliefs (1.3)

The school leadership and staff at all levels of the system commit to a culture that is based on shared values and beliefs about teaching and learning and supports challenging, equitable educational programs and learning experiences for all students that include achievement of learning, thinking, and life skills. ([District Rubric 1.3](#))

**Acceptable**

#### Summary of Practices:

All schools and departments share the same purpose which is outlined the district purpose statement, and all schools and departments use that statement to drive their work.

## District Improvement Process (1.4)

Leadership at all levels of the system implement a continuous improvement process that provides clear direction for improving conditions that support student learning. ( <a href="#">District Rubric 1.4</a> )	<b>Acceptable</b>
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<b>YES</b>	The district monitors the school improvement planning of its schools and coordinates activities that support implementation of those plans. (Wyoming)
<b>YES</b>	The district participates in the State Accountability System, assures participation of all district schools, and monitors and assists schools in improvement processes. (Wyoming)
<b>YES</b>	School improvement plans and communication plans are approved annually by the district and submitted to the state. (Wyoming)

<b>Plans and Documents</b>	<ul style="list-style-type: none"> <li>• District Improvement Plan for Accreditation</li> </ul>
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### Summary of Practices:

The nutrition services department sets department goals each year that are aligned to the district goals. The department actively engages in a continuous improvement process, collects data regularly, adjusts practices accordingly, and reports results a least two times to the school board. The nutrition services director is present at all board meetings and all administrative team meetings.

## Standard 2: Governance and Leadership

### Board Policies and Practices (2.1)

The governing body establishes policies and supports practices that ensure effective administration of the system and its schools. ( <a href="#">District Rubric 2.1</a> )	<b>Acceptable</b>
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<b>YES</b>	The district assures that up-to-date board of trustees' policies, rules, and regulations, promulgated according to the requirement of the Wyoming Administrative Procedure Act have been developed and are available for public inspection. (Wyoming)
<b>YES</b>	The district has a process in place for reviewing home school curricula. (Wyoming)
<b>YES</b>	The district causes the flags of the United States of America and the State of Wyoming to be displayed when school is in session in, upon, or around each school building. (Wyoming)

Summary of Practices:

### District Board Operations (2.2)

The governing body operates responsibly and functions effectively. ( <a href="#">District Rubric 2.2</a> )	<b>Acceptable</b>
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<b>YES</b>	The board of trustees of the district adheres to the following Wyoming statutes: <ul style="list-style-type: none"><li>○ School Districts in General</li><li>○ Open Meeting Law</li><li>○ Ethics and Disclosure Act</li></ul>
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Summary of Practices:

### Leadership Autonomy (2.3)

The governing body ensures that the leadership at all levels has the autonomy to meet goals for achievement and instruction and to manage day-to-day operations effectively. ( <a href="#">District Rubric 2.3</a> )	<b>Acceptable</b>
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Summary of Practices:

## Leaders and Staff Foster Culture (2.4)

Leadership and staff at all levels of the system foster a culture consistent with the system's purpose and direction. ([District Rubric 2.4](#))

Acceptable

### Summary of Practices:

The food services director is part of the district administrative team which operates as a professional learning community. The nutrition services department has an aligned mission and set of goals.

## Stakeholder Engagement (2.5)

Leadership engages stakeholders effectively in support of the system's purpose and direction. ([District Rubric 2.5](#))

Acceptable

YES

The district has procedures for involving parents and community in decision making, implementation of standards, goal setting and planning for school improvement, and identification of budget priorities based on student performance standards. (Wyoming)

### Summary of Practices:

The Nutritional Advisory Board is led by the Director. The Board meets three times a year. The purpose of this board is to engage stakeholders in the process of continually evaluating and improving services to students.

## Leader and Staff Evaluation (2.6)

Leadership engages stakeholders effectively in support of the system's purpose and direction. ([District Rubric 2.6](#))

Acceptable

YES

The district has a State Board of Education/WDE approved teacher performance evaluation system that was approved in 2011 or later. The system is used to formally evaluate the performance of each initial contract teacher at least twice annually and every continuing contract teacher at least once each year. (Wyoming)

### Summary of Practices:

Each staff member gets ongoing and timely feedback about his or her performance, and a formal evaluation is performed annually in accordance with district policy.



# RESOURCE UTILIZATION

## Standard 4: Resources and Support Systems

### Staff Recruiting and Retention (4.1)

<p>The system engages in a systematic process to recruit, employ, and retain a sufficient number of qualified professional and support staff to fulfill their roles and responsibilities and support the purpose and direction of the system, individual schools, and educational programs. <a href="#">(District Rubric 4.1)</a></p>	<b>Acceptable</b>
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<b>YES</b>	The district complies with the Wyoming Teacher Employment Law. (Wyoming)
<b>YES</b>	The Professional Teaching Standards Board has issued certificates with necessary endorsements covering specific assignment(s) to each professional staff member. (Wyoming)
<b>YES</b>	The assignment of staff members in in accordance with the certificates and endorsements as specified in the certification regulations set by the Professional Teaching Standards Board. (Wyoming)

#### Summary of Practices:

The Nutrition Services department goal this year is to increase student participation in breakfast and lunch. Our department understand the importance of offering the best product available and strives to recruit and retain our employees offering school participation contests. The food service program employs highly effective professionals who ensure federal and state mandates are met while striving to provide the best services to kids. Positions are well-advertised, and the food services director employs a robust screening and hiring process for all personnel. Every effort is made to support those employees in learning their job duties and serving students well. Support is available not only from the food services director, but from experienced peer mentors as well.

### Sufficient Resources (4.2)

<p>Instructional time, material resources, and fiscal resources are sufficient to support the purpose and direction of the system, individual schools, educational programs, and system operations. <a href="#">(District Rubric 4.2)</a></p>	<b>Acceptable</b>
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<b>YES</b>	<p>The district complies with the Wyoming State Board of Education’s definition of the minimum hours of student/teacher contact and minimum days per year</p> <ul style="list-style-type: none"> <li>○ All schools in the district operate on a regular calendar including at least 175 student contact days and at least 185 teacher days, or the district has received approval from the State Board of Education for any schools that operate on an alternative calendar</li> </ul>
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<b>YES</b>	On President’s Day, Veterans Day, Martin Luther King Jr. Day, Wyoming Equality Day, and general election day, the district’s schools are not dismissed except by order of the board of trustees of the district. Exercises to emphasize the significance of these days are optional to the schools. (Wyoming)
<b>YES</b>	The following days are appropriately observed: <ul style="list-style-type: none"> <li>○ Wyoming Day, December 10 of each year</li> <li>○ Nellie T. Ross’ birthday, November 29 of each year</li> <li>○ Native American Day, the second Friday in May</li> <li>○ Pearl Harbor Remembrance Day, December 7 of each year</li> <li>○ The district will report immediately to the Department of Education any closures for such reasons as inclement weather, the permanent closing of a school, or the opening of new schools (Wyoming)</li> </ul>
<b>YES</b>	The district maintains the student-teacher ratio within state guidelines

**Summary of Practices:**

There are sufficient resources available to ensure appropriate nutrition services for every child in the district. The district supplements the food service budget when required rather than provide diminished services to kids. This year we have also have added the Farm to School program as a practice. This program encourages the buying and usage of locally grown produce from our local farmers market. This program has been a huge success and encourages our students to eat local fruits and vegetables.

**Safe, Clean and Healthy Environment (4.3)**

The system maintains facilities, services, and equipment to provide a safe, clean, and healthy environment for all students and staff. ( <a href="#">District Rubric 4.3</a> )	<b>Acceptable</b>
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<b>YES</b>	The district ensures that students are educated in a safe environment that meets all building, health, safety, fire, and environmental codes and standards required by law for all public buildings. (Wyoming)
<b>YES</b>	The district has policies and procedures clearly in place to ensure that potential crisis situations are addressed. Crisis management plans are developed and are practiced on a regular basis. (Wyoming)
<b>YES</b>	The district ensures that eye protection is provided and used in compliance with state statutes. (Wyoming)
<b>YES</b>	The district ensures that all schools maintain on file written documentary proof of immunization or written immunization waiver for every student enrolled. The district monitors compliance with this requirement. (Wyoming)
<b>YES</b>	The district has developed and has on file the policy for required notification of pesticide application on or within school buildings. (Wyoming)
<b>YES</b>	The district meets all the requirements of the law for school bus standards, operators, and vehicle operation. (Wyoming)

## Plans and Documents

- District Crisis Management Plan

### Summary of Practices:

Our Nutrition Services Department has created a new district HACCP Manual. This manual creates a specific local food safety plan for our department to implement and follow. Our focus this year is HACCP-10 Date Marking Ready to Eat Foods. To ensure appropriate rotation of ready to eat food to prevent or reduce foodborne illnesses. This procedure applies to all food service employees who prepare, store, or serve food.

## Strategic Resource Management (4.4)

The system demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the system. ( <a href="#">District Rubric 4.4</a> )	<b>Acceptable</b>
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<b>YES</b>	The district assures that school funds are kept as prescribed by the Uniform Municipal fiscal Procedures Act and Wyoming School Budgeting, Accounting and Reporting Manual. (Wyoming)
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<b>Plans and Documents</b>	<ul style="list-style-type: none"><li>• School District Facility Plan</li><li>• Transportation Plan</li></ul>
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### Summary of Practices:

The nutrition services director is part of the budgeting process at the district level. Both state funds and federal funds are meshed to ensure that the nutritional needs of students are met. The district understands the need to sometimes supplement the dollars earmarked for school lunch.

## Information Resources (4.5)

The system provides, coordinates, and evaluates the effectiveness of information resources and related personnel to support educational programs throughout the system. ( <a href="#">District Rubric 4.5</a> )	<b>Acceptable</b>
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### Summary of Practices:

## Technology Resources (4.6)

The system provides a technology infrastructure and equipment to support the system's teaching, learning, and operational needs. ( <a href="#">District Rubric 4.6</a> )	<b>Acceptable</b>
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<b>YES</b>	The district has developed and implemented a technology plan that addressed professional development, curriculum integration, media services and network connectivity. (Wyoming)
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<b>Plans and Documents</b>	<ul style="list-style-type: none"><li>• District Technology Plan</li></ul>
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### Summary of Practices:

Nutrition Services uses the Nutrikids software program that tracks all necessary documentation to meet State and National requirements.

# Supports to Meet Physical, Social and Emotional Needs (4.7)

The system provides, coordinates, and evaluates the effectiveness of support systems to meet the physical, social, and emotional needs of the student population being served. ( <a href="#">District Rubric 4.7</a> )	<b>Acceptable</b>
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**Summary of Practices:**

Services provided by the nutrition services division are evaluated both internally and externally. Internally we track data related to health and safety issues as well as the implementation of our HACCP plan. Externally, the nutrition services division is subject to numerous compliance checks by the local health department, and we are required to meet federal requirements for school lunch programs.

Nutrition Services Purpose Statement

“in a timely and efficient manner we will provide each customer a nutritious, healthy meal within a safe, sanitary and cheerful environment everyday, with the goal of enhancing our community’s learning experience.”

# **RESOURCE UTILIZATION IMPROVEMENT PLAN**

## **Goals**

- **Provide a safe, clean, and healthy environment for all our customers. (4.3)**
- **Hire, Train, Recruit and Retain qualified Staff (4.1)**

## **Strategies**

- **Develop a Comprehensive District HACCP plan**
- **Increase Breakfast/ Lunch Participation District wide**
- **HACCP-10 Date Marking Ready To Eat Foods**

## **Performance Measures**

- **Completion of Comprehensive HACCP District Manual**
- **Track Participation at Each School**
- **Create Nutrition Services Staff Participation Contest**