

# Galena Park Independent School District Galena Park ISD: Student Nutrition District Improvement Plan

2008 - 2009

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## Section 1 - Introduction

1. **District:** Galena Park ISD: Student Nutrition
2. **Location:**  
 , TX
3. **Budget Manager:** Dorinda Eubanks, Director of Student Nutrition
4. **District Advisory Team:**  
Student Nutrition Management Team  
Debbie Weber, Secretary
5. **District Mission/Vision Statement:**

**Mission:** Mission: The Mission of the Student Nutrition Department of GPISD is to provide outstanding customer service that focuses on preparing students to be lifelong learners by serving them quality, healthy meals prepared by trained and satisfied personnel in a safe and modern environment.

## Section 2 - Needs Assessment

### 1. **Where We Have Been:**

Eight years ago, the department had 205 staff members that serviced 20 school cafeterias, 7 snack bar units, and a catering program. Approximately 11,600 lunch meals, 5,600 breakfast meals, and snack bar sales equivalent to 3,200 more meals were served daily.

### 2. **Where We Are Now:**

The department has 246 staff members that service 24 school cafeterias, 7 snack bar units, the Early Headstart Center, administration building test kitchen, the athletic stadium concessions, and a catering program. An additional elementary school cafeteria, Sam Houston Elementary, was opened this year. Approximately 15,053 lunch meals, 6,500 breakfast meals, and snack bar sales equivalent to 4,000 more meals are served daily. Meal services to GPISD students and staff have increased 25% overall from 5 years ago. The Student Nutrition Department operates USDA After-School Snack Program in 18 schools this year. The department continually proves itself to be a good steward of district resources by submitting a budget that is self-funded and covers all costs attributable to the operation of the department. The Student Nutrition Department strives to make meals more nutritious and acceptable to students. Customer payment opportunities have increased with the implementation of computerize point of sale equipment in the snack bars and on-line payment options. HACCP was implemented completely in all food service Units. An Attendance Stipend that was implemented last year has been successful in realizing improved Staff attendance and financial rewards for staff with perfect attendance.

### 3. **Where We Are Going:**

The Student Nutrition Department will provide high quality food service for our customers while maintaining financial autonomy within the District. The Department will strive to increase participation at breakfast and lunch and broaden nutrition education activities for students and staff. A new serving area at North Shore Senior High will be opened in August 2008. The Student Nutrition staff will seek new ways to excel in all areas of school food service through additional training opportunities. The department will continue to work toward implementation of HACCP regulations in all food service units. Further promotion of our Perfect Attendance Incentive plan is recommended for continued improvement of staff attendance.

## **Section 3 - Overview of Goals and Objectives**

The goals for Galena Park ISD: Student Nutrition for the 2008 - 2009 school year are as follows:

### **Goal 1: To continue to provide quality customer service.**

Provide exemplary customer service to faculty, staff, students and community.

**Objective 1.1:** To ensure all Students and Staff are provided with a safe and pleasant nutrition environment.

### **Goal 2: To ensure quality, efficient, well-trained personnel.**

Provide specific staff development and incentives to encourage personal growth.

**Objective 2.1:** Efficient operation due to satisfied and well-trained staff.

### **Goal 3: Assist the elementary and middle schools with implementing CATCH program**

Promote nutrition and wellness for students, staff and parents at elementary and middle school campuses.

**Objective 3.1:** To broaden nutrition education activities for students and staff.

### **Goal 4: Staff Attendance**

Promote Student Nutrition staff attendance.

**Objective 4.1:** To increase staff attendance and provide quality customer service.

## Section 4 - Action Plan

**Goal 1: To continue to provide quality customer service.**  
Provide exemplary customer service to faculty, staff, students and community.  
*Projected Date of Completion of Goal: 05/2009*

Rationale/Correlation

*Graduate Profile(s):* 01  
*District Goal(s):* 01, 05  
*Superintendent Goal(s):* 01, 04, 05

**Objective 1.1:** To ensure all Students and Staff are provided with a safe and pleasant nutrition environment.

Action ID	Action Statement Start & Finish Dates	Primary Responsibility (Person)  and Target Population and # Served	Resources Required and Source of Funding (\$ amounts)  Budget Amount & Source	Indicators of Success  Priority & Progress
1.1.1	Employ School Nutrition Policy to be a benefit to all shareholders in the district  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director, Special Projects Coordinator, Field Supervisors, and Cafeteria Managers  <i>Target Population:</i> GPISD Students and Staff	<i>Resources:</i> Sharing of ideas and needs, monitoring staff, and additional equipment and supplies.  <i>Budget amount:</i> \$0.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	<i>Indicators of Success:</i> Increase in meal participation, improved student performance and attendance  <i>Priority:</i> Medium  <i>Progress:</i> In progress
1.1.2	Ensure a healthy school environment at all schools.  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director, Field Supervisors and Cafeteria Managers  <i>Target Population:</i> GPISD Students and Staff	<i>Resources:</i> Region 4, TASN and Office Staff  <i>Budget amount:</i> \$0.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	<i>Indicators of Success:</i> Quality service surveys and staff feedback  <i>Priority:</i> Medium  <i>Progress:</i> In progress
1.1.3	Employ technology to assure quality and efficient meal service.	<i>Responsibility:</i> Director and Cafeteria Managers	<i>Resources:</i> Technology Department	<i>Indicators of Success:</i> Quality service surveys and

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	<i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Target Population:</i> Students and Staff	<i>Budget amount:</i> \$175,000.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	campus feedback  <i>Priority:</i> Medium  <i>Progress:</i> In progress
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**Goal 2: To ensure quality, efficient, well-trained personnel.**

Provide specific staff development and incentives to encourage personal growth.

*Projected Date of Completion of Goal: 05/2009*Rationale/Correlation*Graduate Profile(s):* 01*District Goal(s):* 01, 04, 05*Superintendent Goal(s):* 01, 04, 05**Objective 2.1:** Efficient operation due to satisfied and well-trained staff.

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b>  <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b>  <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b>  <b>Priority &amp; Progress</b>
2.1.1	Support staff development and training for student nutrition department employees.  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director, Supervisors and Managers  <i>Target Population:</i> Student Nutrition Staff	<i>Resources:</i> Seminars, workshops, consultants, etc.  <i>Budget amount:</i> \$4,000.00  <i>Source:</i> Other (999-9) : Student Nutrition budget	<i>Indicators of Success:</i> Student, parent, GPISD employees, and community feedback  <i>Priority:</i> Medium  <i>Progress:</i> In progress
2.1.2	Implement HACCP program and provide staff training in HACCP.  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director & Field Supervisors  <i>Target Population:</i> All Student Nutrition unit employees	<i>Resources:</i> Region 4, TDA, TASN, office staff  <i>Budget amount:</i> \$0.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	<i>Indicators of Success:</i> Region 4, TDA, and GPISD employee feedback  <i>Priority:</i> Medium  <i>Progress:</i> In progress
2.1.3	Increase safety awareness through training and incentives.  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director, Field Supervisor and Cafeteria Managers  <i>Target Population:</i> Student Nutrition Staff	<i>Resources:</i> Region 4, TASN and office staff  <i>Budget amount:</i> \$24,000.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	<i>Indicators of Success:</i> Units who earn Safety awards.  <i>Priority:</i> Medium  <i>Progress:</i> In progress

**Goal 3: Assist the elementary and middle schools with implementing CATCH program**  
 Promote nutrition and wellness for students, staff and parents at elementary and middle school campuses.  
*Projected Date of Completion of Goal: 05/2011*

Rationale/Correlation

*Graduate Profile(s):* 02  
*District Goal(s):* 01, 04, 05  
*Superintendent Goal(s):* 01, 05

**Objective 3.1:** To broaden nutrition education activities for students and staff.

<b>Action ID</b>	<b>Action Statement</b> <b>Start &amp; Finish Dates</b>	<b>Primary Responsibility (Person)</b>  <b>and Target Population and # Served</b>	<b>Resources Required and Source of Funding (\$ amounts)</b>  <b>Budget Amount &amp; Source</b>	<b>Indicators of Success</b>  <b>Priority &amp; Progress</b>
3.1.1	Provide continued high quality food service while maintaining a healthy school nutrition environment at all elementary schools.  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director, Field Supervisors and Cafeteria Managers  <i>Target Population:</i> GPISD Elementary Students and staff	<i>Resources:</i> CATCH materials and training provided by Student Support Services.  <i>Budget amount:</i> \$0.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	<i>Indicators of Success:</i> Feedback from campus CATCH program committees.  <i>Priority:</i> Medium  <i>Progress:</i> In progress

**Goal 4: Staff Attendance**

Promote Student Nutrition staff attendance.

*Projected Date of Completion of Goal: 05/2009*Rationale/Correlation*Graduate Profile(s):* 01*District Goal(s):* 01, 04, 05*Superintendent Goal(s):* 01, 04, 05**Objective 4.1:** To increase staff attendance and provide quality customer service.

Action ID	Action Statement  Start & Finish Dates	Primary Responsibility (Person)  and Target Population and # Served	Resources Required and Source of Funding (\$ amounts)  Budget Amount & Source	Indicators of Success  Priority & Progress
4.1.1	Provide attendance awards & incentives.  <i>Start:</i> 08/2008 <i>Frequency:</i> ongoing <i>Finish:</i> 05/2009	<i>Responsibility:</i> Director, Department Secretary, and Cafeteria Managers  <i>Target Population:</i> Student Nutrition Staff	<i>Resources:</i> Student Nutrition Budget  <i>Budget amount:</i> \$60,000.00  <i>Source:</i> Other (999-9) : Student Nutrition Budget	<i>Indicators of Success:</i> Decrease in substitute payroll.  <i>Priority:</i> Medium  <i>Progress:</i> In progress