

SCHOOLS AS NUTRITION HUBS: BREAKFAST PROGRAMS

ACTION PLANNING TEMPLATE

Instructions

This template will help you create an action plan by walking you through the steps necessary to implement various breakfast programs in your district. The steps for your action plan will be: A) thinking and researching about a new program, B) identifying and recruiting sites and building stakeholder support, C) planning program details and logistics, D) initiating program implementation, and E) monitoring program progress.

Like any decision, not everyone takes the exact same steps to make a plan. The following exercise lists examples of what school nutrition directors have done to prepare and implement various breakfast programs, including breakfast after the bell (BAB). Review the different steps and examples of tasks to plan for what will work best for you. Choose from the task choice options to begin your plan.

Goal
To start breakfast after the bell programs in my district in _____ sites by _____.

Example Goal

To start the breakfast program in at least 5 qualifying school sites by October 2017.

Pro Tip

When setting your goal, use the SMART approach.

- S** – specific
- M** – measurable
- A** – action oriented
- R** – realistic
- T** – time-bound

Step A: Thinking and Researching About a New Program

Timeframe

This step can happen anywhere from 2-4 months before implementation.

Objective

To gather enough information to understand all the options available to serve breakfast after the bell and decide whether you want to implement the program in your district.

Task Choices

- Call your state agency that oversees school breakfast
- Read through resource section of the Schools As Nutrition Hubs (SANH) operational plan to understand breakfast models and pros/cons of each model
- Fill out SANH program inventory assessment to identify which schools have low breakfast participation
- Visit other schools in your district or neighboring districts that are currently running the program
- Reach out to school nutrition directors in neighboring school districts with similar size and demographics to your district and ask them about their program
- Use the financial projection section of the SANH operation plan to estimate your program's financial sustainability and ability to serve all students at no charge

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step B: Identifying and Recruiting Sites, Building Stakeholder Support

Timeframe

This step can happen anywhere between 2-4 months before implementation.

Objective

To gather information to decide which schools will run the program, and to build support from stakeholders such as the superintendent, school nutrition staff, principals, teachers, custodial staff, community members, and parents.

Task Choices

- Identify and recruit schools with low breakfast participation and good stakeholder support (i.e. send out letters to principals)
- Conduct stakeholder meetings
- Meet with school nutrition staff to foster support for the initiative
- Discuss vision for ideal BAB program with school nutrition staff including menu preference
- Use the stakeholder engagement and site recruitment sections of the SANH operational plan to help document/organize the information you are gathering throughout this step

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step C: Planning Program Details and Logistics

Timeframe

This step can happen anywhere between 1-2 months before implementation.

Objective

To determine program details and logistics including menu, delivery method, counting and claiming protocol, training needs, and practice run.

Task Choices

- Use the menu planning, site visit, and equipment sections of the SANH operational plan to help you think through the program details and logistics planning
- Review food preparation sites (central kitchen, school kitchens, etc.)
- Develop menu
- Review and visit sites and speak with principal and other key staff
- Determine individual site start date(s)
- Ensure appropriate equipment is available for proper storage and handling
- Determine delivery model
- Confirm logistics for preparation, delivery, and service of food
- Train school nutrition staff
- Conduct practice run

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Step D: Initiating Program Implementation

Timeframe

This step includes the first two weeks of service.

Objective

To start program service while providing continued on-the-job training and making adjustments to original implementation plan.

Task Choices

- Start program
- On-site monitoring during first weeks of service
- Conduct interviews with stakeholders including students
- Make adjustments based on data and stakeholder feedback

Pro Tip

Take advantage of the first few weeks of the program to provide on-the-job training for staff. Approach this time as an adjustment period and support school nutrition and program staff.

Fill in the grid with the tasks that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes

Step E: Monitoring Program Progress

Timeframe

This step should be conducted continuously post-implementation.

Objective

To monitor and make adjustments to program.

Task Choices

- Run service numbers
- Look at production sheets
- Run food and labor costs
- Set up on-going communication with preparation and service site
- Interview stakeholders including students
- Make adjustments based on data and stakeholder feedback

Pro Tip

It is important to check in with the school nutrition staff periodically to monitor progress. Many school nutrition directors recommend doing this at least monthly.

Fill in the grid with the **tasks** that you are prioritizing from above as well as any additional items that you think would be appropriate for this step and timeframe.

Task	Responsible Person	Deadline	Notes