

Administrative Review Report

Green Bay School District

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	11/15/2019
On-Site Review	12/09/2019	12/13/2019
Site Selection Worksheet	10/30/2019	10/31/2019
Entrance Conference	12/09/2019	12/09/2019
Exit Conference	12/13/2019	12/13/2019

Commendations:

Thank you to the staff at Green Bay School District for the courtesies extended to us during the on-site review. Thank you for being available when answering questions and providing additional information. All were extremely receptive to recommendations and guidance. In addition, thank you for taking the time to respond to the off-site questions and requests, as well as pulling records for the on-site portion of the review.

Of the 5,246 students eligible for free or reduced price meals in October, a sample of 590 students was pulled for review, and all were approved correctly. Outstanding job!

The Free and Reduced application "Missing Information Checklist" is an excellent tool to aid applicants in submitting complete applications.

The Special Dietary Needs process in the district is exemplary.

The Special Milk Program is operated perfectly at Wequiock Elementary School.

Recommendations:

The Department of Public Instruction (DPI) School Nutrition Team (SNT) conducts School Nutrition Skills Development Courses (SNSDC) each summer in various locations around the state at no charge. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, professional standards, procurement, and many other topics. More information along with other upcoming trainings and webinars can be found on the Wisconsin DPI School Nutrition Training webpage (dpi.wi.gov/school-nutrition/training).

SFA staff are encouraged to pursue GOALS Certification. GOALS stands for Goal Oriented Achievement Learning Skills. This is a certificate endorsed by the DPI and is obtained by completing training in nutrition, program administration and operations, and communications and marketing. For more information go to the Wisconsin DPI School Nutrition Training webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

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Findings and Corrective Action:

Form Name	Meal Counting and Claiming (300 - 311)	
Question #	305	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/11/2019 01:52 PM</p>	<p>Finding: The SFA's Unpaid Meal Charge Policy states that refunds will only be given if requested, and when any student leaves the district or graduates, SFAs must attempt to contact the student's household to return any funds remaining in the account or report the funds as unclaimed property.</p> <p>CA: Provide a timeline of when the policy will be updated and communicated to households.</p>
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)	
Question #	700	
TA Log #	TA Log# exists	
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>CAP Submitted 12/12/2019 09:35 AM</p>	<p>Finding: On the Annual Financial Report, all of the revenues and expenses were broken out by program and expense category, but nonprogram foods was negative.</p> <p>CA: Update the 2018-19 Annual Financial Report with revenues and expenses accurately broken out by program and category. Upload the corrected report into SNACS. Please update the report in online services by December 31. Completed, no further action necessary.</p>
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
TA Log #	No TA Log# found	
Corrective Action Status	CAP Submitted	
Corrective Action History	<p>CAP Submitted 12/05/2019 11:50 AM</p>	<p>Finding: Sharing Information form provides blanket coverage for fee waivers and parents must be able to choose which programs they wish for their information to be disclosed.</p> <p>CA: Submit an updated Sharing Information form with the ability to select individual programs for which to share information. Completed on site. No further action required.</p>
Form Name	Civil Rights (809 - 810)	
Question #	810	
TA Log #	No TA Log# found	
Corrective Action Status	CAP Submitted	

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Corrective Action History	CAP Submitted 11/27/2019 01:28 PM	Finding: The non-discrimination statement was not included on all required program materials. The district website and the food service Board policies do not have the complete long statement listed. CA: Add the Nondiscrimination statement to website and required program materials and upload updated statement into SNACS. This has been completed, no further action necessary.
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/12/2019 04:12 PM	Finding: The SFA did not have documentation explaining why they are purchasing non-domestic products over domestic ones. Corrective Action: Complete and submit non-domestic products sheets with justification for purchasing non-domestic products. This was completed on site, no further action required. Thank you!
Site Name	John Dewey Academy of Learning	
Form Name	Meal Counting and Claiming - Day of Review (317-321)	
Question #	317	
TA Log #	No TA Log# found	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/10/2019 09:21 AM	Finding: SFA is not in compliance with nondiscrimination requirements per 7 CFR 245.8. Prices for student meals are visible on the computer screen at the point of service that can be seen by students; which constitutes overt identification. CA: Work with your software provider to ensure overt identification is not occurring or install screen protectors on monitors. Submit a statement documenting how this was corrected.
Site Name	NEW School of Innovation and John Dewey	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 12/10/2019 02:30 PM	Finding: Signage was not posted at lunch to show students what makes up a reimbursable meal. Signage must be posted visible to students that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. The lunch signage should list

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		<p>the five components and inform students that under Offer versus Serve (OVS), they must select at least three full components, one of which must be at least ½ cup fruit and/or vegetable, or a combination.</p> <p>Corrective Action: Add reimbursable lunch signage to the beginning of the meal service line. Lunch signage was quickly added prior to service. No further action required. Thank you!</p>
Site Name	NEW School of Innovation and John Dewey	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/10/2019 10:12 AM</p>	<p>Finding: Grain-based dessert limit exceeded during the week of review at NEW School of Innovations and John Dewey Academy of Learning. >2 oz eq of grain based dessert was offered, only 2 oz eq is allowed.</p> <p>Corrective Action: Submit a statement that explains your plan to reduce the amount of grain-based desserts offered at lunch.</p>
Site Name	John Dewey Academy of Learning	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1406	
TA Log #	No TA Log# found	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/10/2019 08:52 AM</p>	<p>Finding: The most recent food safety inspection report was not posted in a publicly visible location.</p> <p>CA: Provide a statement and/or photo of where the most recent food safety inspection report will be posted and visible to the public. Corrected onsite, no further action required.</p>
Site Name	East High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1407	
TA Log #	TA Log# exists	
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged 12/11/2019 11:17 AM</p>	<p>Finding: Each SFA must have a food safety plan that includes Standard Operating Procedures (SOP) (7 CFR 210.13). Practices were observed that conflict with the SOP for sharing or “no thank you” tables. Milk is not under temperature control and whole fruit with an edible peel is not wrapped.</p>

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	CA: Submit a statement describing how practices will be adjusted to be compliant with the established SOP.
Site Name	Danz El
Form Name	Wisconsin School Day Milk Program
Question #	4
TA Log #	TA Log# exists
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 12/13/2019 09:10 AM</p> <p>Finding: One count sheet had some check marks whited out. Point of Service counts (POS) for the Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.</p> <p>CA: Provide refresher training to all who administer the WSDMP on the Point of Service process and upload training into SNACS.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
12/12/2019	1149	501	Administrative Review	Minoka-Hill School				
Comments								
Offer versus Serve (OVS) at breakfast requires students to select at least three food items (one must be a ½ cup fruit and/or vegetable) in order to be claimed as a reimbursable meal. During meal service some teachers were observed telling students they needed to take a milk or one of each item. A student may select two fruits (1/2 cup each) and a milk and have a reimbursable meal.						12/12/2019 4:35:00 PM		
Find more information and staff training resources on our Menu Planning webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). Additional OVS training for teachers is recommended.								
12/12/2019	1147	1403	Administrative Review	ALL				
Comments								
SFA has documentation that lists the origin of all food products purchased. However, they did not have documentation to justify their purchase of non-domestic products. This was discussed onsite with food service staff and staff promptly created non-domestic product sheets, using the template on the Buy American webpage, for the products that are not-domestic.						12/12/2019 3:55:41 PM		
12/12/2019	1146	407	Administrative Review	Wequiock				

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Comments							
During the onsite observation at Wequiock it was observed that a whole grain chip was also being offered to students who did not select the hot dog bun. This extra chip was not recorded on production records. The reviewer discussed with food service staff the importance of writing down all menu options offered with the reimbursable meal. Additionally, reviewer reminded staff to always have a planned serving size written down for all menu offerings.							12/12/2019 3:38:16 PM
12/12/2019	1162		Administrative Review	ALL			
Comments							
School Breakfast Challenge Join schools throughout Wisconsin to increase breakfast participation or to start a new breakfast program. The challenge begins December 2nd, 2019. Schools with the highest increase in breakfast participation will win up to \$1,000! New this year, participate in the Big Cheese bonus round for a chance to win an additional \$1,000 for your program. Prizes are provided by No Kid Hungry. Visit http://bit.ly/SchoolBreakfastChallenge for details.							12/13/2019 9:52:55 AM
Around the World in 80 Trays Help the SNT reach our goal of 80 SFAs participating in Around the World in 80 Trays. Take the pledge and use the week of January 21-24, 2020 to introduce new flavors, create culturally inspired dishes, explore the tantalizing world of herbs and spices and connect with students. Visit the NSLP webpage for event information. Document the event (pictures, video, sound clips etc) and send to DPIFNS@dpi.wi.gov so we can share your success on social media!							
12/11/2019	1157	404	Administrative Review	Minoka-Hill School, John Dewey and NEW School			
Comments							
Prior to meal service, the breakfast signage had fruit cups each listed as 1 food item, but said students could only select 1 item from the fruit component. This was corrected prior to meal service (students may select two) and didn't appear to reflect actual practice.							12/12/2019 4:44:17 PM
12/11/2019	1156	403	Administrative Review	Minoka-Hill School			
Comments							
For BIC at Minoka Hill most classrooms were only sent 1 or 2 white milk and the rest were chocolate. As a reminder, all students should have ready access to at least two different types of milk without having to request the other variety.							12/12/2019 4:42:36 PM
12/11/2019	1155	402	Administrative Review	Minoka-Hill School			

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Comments					
<p>At Minoka Hill when the breakfast cart was visiting classrooms to offer reimbursable breakfasts, one student was in the bathroom so the teacher selected a meal for him. While the meal was reimbursable, since the student did not have the opportunity to select his own meal, the full 1 cup of fruit should have been selected rather than one 1/2 cup serving.</p> <p>For BIC, one teacher marked a student as selecting a meal when he had only taken a fruit cup. This was caught by food service staff while collecting breakfast bins and the student was provided with additional items to make a complete reimbursable meal. Please remind teachers that in order to claim a reimbursable meal the student must have taken at least 3 food items, one of which is at least 1/2 cup of fruit, at the point of service.</p>					12/12/2019 4:40:27 PM
12/11/2019	1125	305	Administrative Review	ALL	
Comments					
<p>When any student leaves the district or graduates, SFAs must attempt to contact the student's household to return any funds remaining in the account. SFAs can transfer remaining funds in a student's meal account to a sibling in the same household who remains in the district. SFAs need to clearly explain how households will be contacted to issue refunds before the SFA will no longer attempt to issue a refund, and that the school will report the funds as unclaimed property.</p>					12/11/2019 1:46:47 PM
12/11/2019	1124	407	Administrative Review	East High School	
Comments					
<p>While onsite for lunch meal observation at East High School, it was noted that the signage for the hummus on the salad bar said that a #30 scoop credits as 1/4 cup vegetable. According to the recipe a #30 scoop only credits as 1/8 cup vegetable. Please update the signage to have the correct crediting for a #30 scoop or increase the scoop size so that it indeed does credit as 1/4 cup. If the second option is chosen, be sure to update the recipe accordingly.</p>					12/11/2019 1:25:30 PM
12/11/2019	1123	1407	Administrative Review	Minoka-Hill School	
Comments					
<p>Minoka Hill utilizes Time as a Public Health Control, and, under this plan, there can be no reuse of TCS foods held outside of temperature control during service. Thus, it is recommended to utilize milk bags for holding milk during meals in the classroom to avoid the need to discarded leftover milk.</p>					12/11/2019 1:24:06 PM
12/11/2019	1122	1407	Administrative Review	East High School	
Comments					
<p>Whole fruits and vegetables with edible peels must be washed and wrapped for meal service if left on Sharing Tables, and</p>					12/11/2019 11:22:03 AM

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time/temperature control for safety (TCS) foods must be collected into temperature control during meal service. For example, milk should be collected into a cooling bin equipped to maintain a temperature of 41 F or below. •								
12/11/2019	1129	318	Administrative Review	Minoka-Hill School				
Comments								
Meals may only be charged to a student at the time of receipt of a reimbursable meal to assure proper benefits issuance.								12/12/2019 8:33:51 AM
12/10/2019	1118	404	Administrative Review	NEW School of Innovation				
Comments								
The National School Lunch Program (NSLP) regulation at 7 CFR 210.10(a)(2) requires that schools identify, near or at the beginning of serving lines, what constitutes the unit priced reimbursable meals at breakfast and lunch. There was no lunch reimbursable meal signage posted. Samples of signage that can be printed or updated and implemented in your school can be found on our Signage web page (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).								12/10/2019 2:26:06 PM
12/10/2019	1116	1403	Administrative Review	ALL				
Comments								
The Buy American provision requires school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodities or products. A "Domestic Commodity or Product" is an agricultural commodity or product that is produced or processed in the United States using substantial (more than 51 percent) agricultural commodities that are produced in the United States (including Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands).								12/10/2019 2:10:56 PM
The following information must be recorded on a Buy American Non-Compliant Product List: Date Name of product Country of origin Reason Cost analysis Seasonality Availability Substitution Distribution Other A suggested Buy American - Non Compliant Product List template can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/procurement/buy-american).								
12/10/2019	1115	1409	Administrative Review	NEW School of Innovation				
Comments								
A Sharing and No Thank You Table toolkit is located on our website at https://dpi.wi.gov/sites/default/files/imce/school-nutrition/sharing-no-thank-you-toolkit.docx .								12/10/2019 12:57:09 PM
12/10/2019	1114	1409	Administrative Review	NEW School of Innovation				

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Comments									
A sharing table is a designated table for food and beverage items that students do not intend to consume. Students may pick up items from the sharing table during the meal period. Items must be pre-packaged and unopened. Throughout meal service, the designated food handler(s) or trained supervising adult(s) must monitor the sharing table, inspect items for wholesomeness, and document items that are leftover. The table should not be located immediately after the point of service.							12/10/2019 12:54:03 PM		
12/10/2019	1112	1408	Administrative Review	John Dewey Academy of Learning					
Comments									
The recorded log temperatures on the reach-in cooler were 40 degrees every day for the month of December. You will want to make sure that you are recording actual internal temperatures and not relying on the external temperature read-out.							12/10/2019 10:27:04 AM		
12/10/2019	1111	500	Administrative Review	John Dewey Academy of Learning					
Comments									
At Minoka Hill, the amount of fruit offerings allowed to be taken at breakfast appeared to be unclear to both students and staff. Please offer OVS refresher trainings more often. Students were directed to take milk at breakfast, OVS was discussed with the server and this was corrected.							12/10/2019 10:25:18 AM		
12/10/2019	1110	410	Administrative Review	NEW School of Innovation					
Comments									
No more than 2.0 ounce equivalents (oz eq) of grain-based desserts can be offered per week at lunch. Half of weekly grains must be whole grain-rich. Therefore, grain-based desserts can be whole grain-rich or enriched dependent on the rest of the menu. However, grain-based desserts contribute towards the weekly grain-based dessert limit regardless of whether they are whole grain-rich or not.							12/10/2019 10:10:06 AM		
12/10/2019	1109	317	Administrative Review	NEW School of Innovation					
Comments									
The meal counting system must prevent overt identification of students receiving free and reduced price benefits. It was noted that meal prices for student meals (i.e., \$2.25, .40, 0.00) are visible on the computer screen that can be seen by students, which constitutes overt identification.							12/10/2019 9:47:03 AM		
12/10/2019	1108	410	Administrative Review	John Dewey Academy of Learning	Lynette				

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Comments							
Meat/meat alternate(m/ma) has no maximum limit, however allowing students to have >3.0 oz eq m/ma each day may not fit within the dietary specification regulations.						12/10/2019 9:43:05 AM	
12/10/2019	1159	4	Administrative Review	Danz El			
Comments							
Wisconsin School Day Program (WSDMP) must be recorded as the students receives a milk. A "back out system" which indicates who did not take a milk, rather than who did take a milk is not allowable.						12/13/2019 9:11:06 AM	
12/09/2019	1107	811	Administrative Review	John Dewey Academy of Learning			
Comments							
And Justice for All poster must be posted in a prominent place where all can view.						12/10/2019 9:15:06 AM	
12/02/2019	1074	1005	Administrative Review	ALL			
Comments							
Complete the WellSAT (wellsat.org) to assess how your policy compares to a model policy. There is a section at the end of this tool to include your WellSAT results. Once the Local Wellness Policy Report Card form is submitted, a report will be generated and emailed to you. This report can be used to communicate the triennial assessment results to the public.						12/2/2019 12:29:53 PM	
11/26/2019	1067	700	Administrative Review	ALL			
Comments							
All nonprogram food costs must be covered by revenues received from the sale of those foods. Nonprogram foods may not be supported by reimbursable meals or have a nonprogram foods loss absorbed by the food service account. Thus nonprogram foods may never run in the negative unless non-federal funds are transferred into the food service fund to cover the deficit.						11/26/2019 10:08:59 AM	
11/25/2019	1052	800	Administrative Review	ALL			
Comments							
When including the non-discrimination statement on letters, website, and other documents used to convey program information, it is necessary to use the full statement http://dpi.wi.gov/school-nutrition/national-school-lunch-program/civil-rights . However, when space is very limited, such as on the printed menus, the abbreviated statement may be used, "This institution is an equal opportunity provider." Both statements should be in the same size font as the other text in the document.						11/25/2019 3:15:23 PM	