

Administrative Review Report

Gilman School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2022	03/31/2023
On-Site Review	03/21/2023	03/22/2023
Site Selection Worksheet	11/01/2022	11/14/2022
Entrance Conference		
Exit Conference		

Commendations:

From Public Health Nutritionist:

Thank you to all staff at Gilman School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director for sending documentation ahead of the onsite visit in a timely manner and for the quick response to questions; this greatly expedited the AR. The Food Service Director was very receptive to the reviewer's suggestions, and this was appreciated. Thank you for serving healthy, nutritious meals to your students!

From the Nutrition Program Consultant:

Thank-you to the Food Service Director and Office Staff for all of your cooperation in completing all questions and documentation asked for before we arrived on-site for the review. Everyone has been so friendly and helpful, and also very receptive of our suggestions on changes that need to be made. We appreciate all of your hospitality, and efforts in making our visit a great one! We noticed the food service staff was very warm and friendly to the students coming through the breakfast and lunch lines as well. The kitchen and cafeteria were very clean and the director and her staff are doing a great job! The folks in the office helped us very much in explaining answers to our many questions. Great job to Gilman School District!

Recommendations:

No Recommendations found for this review.

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Findings and Corrective Action:

Site Name	
Form Name	Meal Counting and Claiming (300 - 311)
Question #	309
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	Flagged
Corrective Action History	<p>Flagged 03/23/2023 03:53 PM</p> <p>Finding #1: During observation of breakfast and lunch service, the POS is at the beginning of the food service line. There was much chaos with students coming in from 3 directions, and going different places. It appeared no one could keep track of what was happening because of the chaos. It was very hard to tell which students were trying to get through the crowd to the meal line. Best Practice is for the POS to be at the end of the line, where the last person serving can make sure each student has a reimbursable meal "before" stopping at the POS.</p> <p>Corrective Action: Change the POS so that it is at the end of the line for student meal service for both breakfast and lunch. This will eliminate the chaos, but more importantly, it will be according to USDA regulations that the student be charged after obtaining the reimbursable meal. Figure out a way to have the POS at the end of the line. Discuss with Food Service Director, and also others who need to be involved in making this happen. Start the new school year 23-24 with this change of the POS being at the end of the line. Send a picture of the cafeteria during meal service showing that the POS Computer was moved to the end of the meal line, with the students going through the line as required. The CA is also listed below at the bottom.</p> <p>Add a statement on how it is being received, and also who is at the end of the serving line to be sure each student has a reimbursable meal before the POS.</p> <p>Finding #2: The Gilman School District is a Dairy Community. Currently, the district opts to pay for any extra milks, or milks students take that have cold lunch. The maintenance person is counting the milks in the morning, and after meals. This system is not accurate. Also, the POS has a button for Extra Milks that is not being used.</p> <p>Corrective Action: Have those students go through the POS (same as if they were taking a meal) and put in their pin number and the staff member operating the POS should click the Extra Milk button. This is a much more accurate way of keeping track of how many milks are used each day. Also, a printout can be done to show the exact amount used daily. Keep documentation for this as well. It also will help the office when transferring monies from their fund to Fund 50 Food Service at the end of the year.</p> <p>IMPORTANT CA: Send a picture of the cafeteria during meal service showing that the POS Computer was moved to the end of the meal line, with the students going through the line as required.</p> <p>Per a conversation with the staff and administration, this can be started at the beginning of the upcoming school year of 2023-2024. The students taking an extra milk for their meal, or cold lunch students taking a milk, MUST go through the line and punch in their pin number for it to be recorded.</p>
Site Name	
Form Name	Meal Counting and Claiming (314 - 316)
Question #	314
TA Log #	No TA Log# found
Due Date	
Corrective Action Status	
Corrective Action History	
Site Name	
Form Name	Local School Wellness (1007)
Question #	1007

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TA Log #	No TA Log# found	
Due Date	04/24/2023	
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/09/2023 04:56 PM	<p>Finding #1: The Wellness Policy needs to have language in it that reflects the following: Any foods sold to students during the school day must meet the Smart Snacks Rule.</p> <p>Corrective Action: Please add language to your policy stating that any foods sold to students during the school day must meet the Smart Snacks Rule. Use the Smart Snacks Calculator located on the DPI website to see if the food items meet the smart Snacks Rule. Upload a copy of updated Wellness Policy.</p>
	Flagged 03/23/2023 04:40 PM	<p>Finding #2: the Wellness Policy does not meet the requirements of the Wellness Checklist as required. The policy was done by Neola company. It has wording that is not correct and needs to be re-worded to be compliant with the requirements. Discussion was had with the staff member who helped devise the policy.</p> <p>Corrective Action Needed: Please go through the Wellness Policy, and use the links that were sent to you to re-design the policy with wording that is necessary to be compliant with Wellness regulations. Ask for help if needed from DPI. Upload a copy into SNACS, and keep one on file as well.</p>
Site Name		
Form Name	Professional Standards (1210 - 1219)	
Question #	1217	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/23/2023 04:45 PM	<p>Finding: Documentation of school food service staff training is not being maintained or tracked to demonstrate compliance with annual training requirements per 7 CFR 210.30.</p> <p>Corrective Action Needed: Include all training hours completed this school year for each school food service employee onto the USDA or DPI professional standards training tracking tool and upload into SNACS.</p>
Site Name	Gilman El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	402	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/21/2023 12:05 PM	<p>Finding: The daily minimum requirement for fruit was not met for K-8 for breakfast during the day of review. Only ½ cup applesauce was offered, even though pears were also on the menu. The FSD allows students to ask for more fruit, however TA was given that fruit options offered to students must be visible as they go through the serving line.</p> <p>Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).</p>
	CAP Submitted 04/04/2023 09:07 AM	We are offering fresh fruit daily that is available in our milk cooler.
Site Name	Gilman El	
Form Name	Meal Components and Quantities - Day of Review (400-408)	

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Question #	406	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/21/2023 12:08 PM	Finding: The preschool students were served the K-8 meal pattern at breakfast, but were not served at the same time and in the same place as the older students. Children who are not yet in kindergarten must be served the preschool meal pattern if not co-mingled with other grade groups at meals. More information on the preschool meal pattern: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/preschool-meal-pattern-in-a-nutshell.pdf CA: Submit a statement describing the specific changes made to breakfast meal service in order to serve the preschool students the age-appropriate meal pattern.
	CAP Submitted 04/04/2023 01:29 PM	We will not serve preschool any grain based dessert breakfast. We will make sure the yogurt and cereal we serve will not exceed the sugar limits. A minimum of 1/2 cup of fruit will be served at breakfast.
Site Name	Gilman El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/21/2023 11:54 AM	Finding: The daily minimum requirement for fruit was not met for K-8 for breakfast on Wednesday, February 15th during the review period. Only 1/2 cup of peaches was offered. The daily minimum fruit requirement at breakfast for the K-8 meal pattern is 1 cup. Corrective Action: Describe specifically how the daily minimum requirement for fruit will be met for breakfast during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).
	CAP Submitted 04/04/2023 01:02 PM	We will have extra fresh fruit available everyday located near or in the milk cooler
Site Name	Gilman El	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	431	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2023 11:55 AM	Finding: There were no serving sizes on the salad bar production records. Salad bar production records must meet the same criteria as production records used to record main line items. Review the Production Record Requirements (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf). Corrective Action: Submit one full week of completed salad bar production records, including serving sizes, recorded daily. Choose a week (Monday-Friday) that occurs after the completion of this Administrative Review (AR), but before the corrective action due date.
Site Name	Gilman El	

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Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	437	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Submitted	
Corrective Action History	Flagged 03/21/2023 11:51 AM	Finding: The daily minimum requirement for vegetables was not met for K-8 for lunch during the review period. On Wednesday, February 15th, only 1/2 cup of peas was offered. The daily minimum vegetable requirement for the K-8 meal pattern is 3/4 cup. Corrective Action: Describe specifically how the daily minimum requirement for vegetables will be met for lunch during the day containing the shortage (e.g. portion sizes increased or decreased, additional menu items, product replacements, etc.).
	CAP Submitted 04/04/2023 01:38 PM	We will increase the vegetable component. We will also provide additional fresh vegetables with our salad bar.
Site Name	Gilman El	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1411	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 03/21/2023 11:47 AM	Finding: The following products were identified in the SFA's storage area as non-domestic and not documented: Cucumbers (Mexico) Pineapple (Philippines) Mandarin oranges (China) Corrective Action: Complete and submit a Noncompliant Product List Form for the non-domestic products; cucumbers, pineapple, mandarin oranges. Noncompliant Product List templates can be found on the Buy American webpage (https://dpi.wi.gov/school-nutrition/program-requirements/procurement/buy-american).

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
03/23/2023	3235	900	Administrative Review	ALL				
Comments								
						Created By		Created Date
Technical Assistance was given to the FSD as to Professional Standards training being tracked on one of the trackers on the DPI website. Currently, this is not being done, and for more efficiency for the FSD and SA, it is recommended to use a tracker to have a more concise document where all staff's training is listed there.								3/23/2023 10:26:29 AM
03/23/2023	3234	409	Administrative Review	ALL				
Comments								
						Created By		Created Date
The FSD is making sure herself and staff are completing required training hours, however it is not being posted on a tracker. technical Assistance was given to be more efficient, to use one of the trackers on the DPI website. It was shown to the FSD where they are located.								3/23/2023 10:20:33 AM
03/21/2023	3210	403	Administrative Review	Gilman El	FSD			

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Comments						Created By	Created Date
For information on special dietary needs, visit our Special Dietary Needs webpage: https://dpi.wi.gov/school-nutrition/program-requirements/special-dietary-needs							3/21/2023 12:12:00 PM
03/21/2023	3209	200	Administrative Review	Gilman El			
Comments						Created By	Created Date
Technical Assistance was given regarding Breakfast. For breakfast, they receive a Grab n Go Bag with all components in it, and have the option to take a milk or not. For lunch, they are being served a tray with everything on it. They are not asked any choices. Discussion was had, and it was said that the teachers prefer if the students get everything because they are so young, and they encourage them to try all foods. It was mentioned that if they choose to continue to do that, to change the contract for the elementary school to "serve" only.							3/21/2023 12:09:38 PM
03/21/2023	3208	433	Administrative Review	Gilman El	FSD		
Comments						Created By	Created Date
TA was given on using CN labels to accurately credit meat/meat alternate meal components. During the week of review on Monday, February 13th, the production record indicated a serving size of 2 oz. for the pulled pork sandwich meat. According to the CN label, 4 oz. (by weight) of cooked pulled pork needs to be served to credit as 2 oz. eq. m/ma.							3/21/2023 12:00:15 PM
03/21/2023	3207	431	Administrative Review	Gilman El	FSD		
Comments						Created By	Created Date
Planned portion sizes are required for every meal component. Even in self-service, the menu planner must plan a specific portion size that he or she intends students to take. Please refer to the Production Record Requirements for a list of all mandatory items that must be listed and filled in on production records (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/production-record-requirements.pdf)							3/21/2023 11:56:11 AM
03/21/2023	3206	431	Administrative Review	Gilman El	FSD		
Comments						Created By	Created Date
Because the vegetables on the salad bar are being used to meet the weekly vegetable requirements, portion sizes of at least 1/8 cup each should be communicated to students with signage. Salad Bar Signage Template can be found on our Signage webpage (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/salad-bar-signage-template.docx).							3/21/2023 11:55:40 AM
03/21/2023	3205	500	Administrative Review	Gilman El	FSD		
Comments						Created By	Created Date
Offer Versus Serve (OVS) is not being properly implemented. Students are served all five components rather than being allowed to select three components, including 1/2 cup fruit and/or vegetable. If students are going to continue to be fully served, the contract should be updated to reflect this.							3/21/2023 11:44:06 AM
03/20/2023	3191	302	Administrative Review	ALL			
Comments						Created By	Created Date
Technical Assistance was given to use a Class Roster of names, should the computer go down. It will be more efficient and take less time if the names are already listed by grade groups. This would work better as a back-up tool.							3/20/2023 8:47:50 AM