Administrative Review Report

Gilmanton School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	10/30/2019	11/07/2019
On-Site Review	11/05/2019	11/07/2019
Site Selection Worksheet	10/31/2019	10/31/2019
Entrance Conference	11/05/2019	11/05/2019
Exit Conference	11/07/2019	11/07/2019

Commendations:

Gilmanton School District:

Thank you to all staff at Gilmanton School District for the warm welcome and cooperation during this Administrative Review (AR). Thank you to the Food Service Director and Executive Assistant for sending all documentation ahead of the onsite visit in a timely manner as this greatly expedited the AR. All the information asked for, was perfectly organized and on point. The Executive Assistant does a fabulous job of Food Service Reporting to DPI. The Food Service Director does a nice job keeping documentation organized and kept on file. They have a thorough understanding of the meal pattern and Offer versus Serve (OVS). Gilmanton High School had a perfect week of review for both breakfast and lunch! Production records were filled out thoroughly and menu planning worksheets were done for the week, which helps ensure meal pattern requirements are met. During the breakfast week of review, 75% of the grains, and at lunch, 100% of the grains were whole grain-rich. With the regulations being relaxed to only half of the grains needing to be whole grain-rich, we thank the Food Service Director for continuing to offer above the minimum. Whole grains are a healthier alternative to refined grains! Commendable job also offering many protein options with breakfast, which helps students stay fuller longer and learn better. Students were well behaved, friendly, and polite. Staff also have a great rapport with students. Thank you for serving healthy, nutritious meals to the students of Gilmanton!

Recommendations:

No Recommendations found for this review.

Administrative Review Report

Gilmanton School District

Findings and Corrective Action:

Site Name								
Form Name	Revenue From Non-Program Foods (709 - 711)							
Question #	709							
TA Log #	TA Log# exists	TA Log# exists						
Due Date								
Corrective Action Status Flagged								
Corrective Action History	Finding: SFA did not complete the DPI Nonprogram Foods Revenue Tool or USDA Tool to determine compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14. CA 1: Complete the DPI Nonprogram Foods Revenue Tool and upload into SNACS using a 5 day reference period from the current school year. CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing. Include the position responsible for ensuring this is completed.							
Site Name	Gilmanton High School							
Form Name	Meal Components and Quantit	ties - Review Period (409-412)					
Question #	410							
TA Log #	No TA Log# found							
Due Date								
Corrective Action Status	Flagged							
Corrective Action History	Flagged Finding: The Planned Number of Servings column was not consistently filled daily on lunch production records during the week of review. Production records 11/06/2019 01:45 PM are intended to be useful tools to record information prior to production, during production. Updated production records combined Planned Number of Servings and Actual Number of Servings Prepared column Corrective Action: Submit one week of lunch production records using the uptemplate, available on the production records webpage. Ensure that the Plan Number/Actual Number of Servings prepared column is filled out daily.					ion records ion, during mbined the d columns. g the updated the Planned		
Technical Assistance Entries:								
TA Date TA Log # Ques	stion # TA Area	Site	SFA Contact	Email	Phone	User Name		
11/07/2019 875 4	Administrative Review	Gilmanton High School	FSD					
		Comments						
			Cr	Created By C				
School Breakfast Challenge In additional eligible to apply for NKH's breakfast or reduced price meal percentage required approved equipment, materials and Visit the Hunger Task Force (http://b			11,	Created Date 11/7/2019 1:13:35 PM				
	Administrative Review		FSD					
Comments								
	Cr	eated By	Cre	Created Date				
participation or to start a new progra Schools with the highest increase in t year, participate in the Big Cheese be for your program. Prizes are provided (http://bit.ly/SchoolBreakfastChallen	bool Breakfast Challenge Join schools throughout Wisconsin to increase breakfast icipation or to start a new program. The challenge begins December 2nd, 2019. bools with the highest increase in breakfast participation will win up to \$1,000! New this r, participate in the Big Cheese bonus round for a chance to win an additional \$1,000 your program. Prizes are provided by No Kid Hungry. Visit the Hunger Task Force p://bit.ly/SchoolBreakfastChallenge) for details.				/7/2019 1:12:58 PM			
11/07/2019 873 7	709 Administrative Review	ALL						

Administrative Review Report

Gilmanton School District

Visit the Standardized recipes webpage for additional tools and resources including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High FSD School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team Undated the production records to combine these two columns. You may find the undated				GIII	nanton School D	isti itt					
The office assistant also does manual edit thecks periodically, to assure the computer is considered increased. 11/6/2019 859 306 Administrative Review ALL					Comments						
The office assistant also does manual edit thecks periodically, to assure the computer is considered increased. 11/6/2019 859 306 Administrative Review ALL							Created Rv	Created Date			
11/72019 8:50:23 AM	It was discussed	l with the Foor	l Service Direc	ctor, and office assistant	that the Non-Program	n	Cicated by	Or Cutou Buto			
Created By Create	Food Tool must service. The officer	be completed ce assistant is	since you do s currently wor	sell Smart Snack ala carte king on completing the to	e items at lunch meal ol, as we are there o			11/7/2019 8:50:23 AM			
Sch has VCR finished, but wants to double check before submitting it to DPL She will small mail are a cropy as soon as she submits it in the next few days. She was out of office due to a family funeral. 11/06/2019 869 306 Administrative Review ALL											
SA has VCR finished, but wants to double check before submitting it to DPI. She will enable as a copy as soon as the aubmits it in the next few days. She was out of office due to a 11/6/2019 2:27:10 PM smily funeral. 11/06/2019 869 306 Administrative Review ALL Comments Created By Created Date The office assistant also does manual edit checks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review (Gilmanton High FSD School Comments Created By Created Date Should be a company and the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school does not need to meet the standard and do not need to be tracked. Refer to the Smart School Day School	Comments										
SA has VCR finished, but wants to double check before submitting it to DPI. She will enable as a copy as soon as the aubmits it in the next few days. She was out of office due to a 11/6/2019 2:27:10 PM smily funeral. 11/06/2019 869 306 Administrative Review ALL Comments Created By Created Date The office assistant also does manual edit checks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review (Gilmanton High FSD School Comments Created By Created Date Should be a company and the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school does not need to meet the standard and do not need to be tracked. Refer to the Smart School Day School							Constant Dec	Cuantual Data			
me a copy as soon as she submits it in the next few days. She was out of office due to a family funerul. 11/06/2019 869 306 Administrative Review ALL Comments Created By Created Date The office assistant also does manual edit checks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review (Gilmanton High School Comments Created By Created Date Comments Created By Created Date Created By Created Date Comments Created By Created Date Created By Created Date Comments Created By Created Date Comments Created By Created Date Created By Created Date Comments Created By Created Date Created By Created Date Comments Created By Created Date Comments Created By Created Date The following only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nustrall for more information fundraisers held 30 minutes after the school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nustrall for more information fundraisers held 30 minutes after the school do not need to be tracked. Refer to the Smart Snacks in a Nustrall for more information fundraisers held 30 minutes after the school do not need to be tracked. Refer to the Smart Snacks in a Nustrally in the school of the smart Snacks in a Nustrally in the school of the Smart Snacks in a Nustrally in the school of the Smart Snacks in a Nustrally in the school of the Smart Snacks in a Nustrally in the Snacks in the Snacks in a Nustr	CEA has VCD fin	:			to DDI. Cha will area	:1	Created By	Created Date			
Created By Created Date The office assistant also does manual edit chacks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review Glimanton High School Comments Created By Created Date Created By Created Date Created By Created Date Created By Created Date Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held 30 minutes after the school fundraisers held 30 minutes after the school school snacks in a Nutshell for more information fundraisers held 30 minutes after the school school snacks in a Nutshell for more information fundraisers held 30 minutes after the school day. It does not apply to fundraisers held 30 minutes after the school school snacks in a Nutshell for more information fundraisers held 50 minutes after the school school snacks in a Nutshell for more information fundraisers held 50 minutes after the school school school snacks in a Nutshell for more information fundraisers held 50 minutes after the school	me a copy as so					II		11/6/2019 2:27:10 PM			
The office assistant also does manual edit checks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review Gilmanton High School Comments Created By Created By Created Date The shaned was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardized recipes to the standardized Recipes webpage for additional tools and resources including templets of the standardized Recipes with the standardized recipes). 11/06/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created By Created By Created Date The planned number of servings column was not filled out during the lanch week of review. However, the actual # of servings were. Not tool long app, the School Nurrition Team addition records on the production records to combine these two columns. You may find the updated production records to combine these two columns. You may find the updated production	11/06/2019	869	306	Administrative Review	ALL						
The office assistant also does manual edit checks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review Gilmanton High School Comments Created By Created Date Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or no weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information (https://pgi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review Gilmanton High School Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently plannal on the delive and weekly requirements. Continue to work towards recipe standardization for the B90 recipe. Visit the Standardized Recipes webpage for additional tools and resources including telephates (fitts)://dpl. will.gov/school-nutrition/porgram-requirements/menuplanning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High FSD Comments Created By Created Date Broccoil were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, uses slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD Comments Created By Created Date The plannad number of servings column was not filled out during the lunch week of review. However, the actual 2 of servings were. Not too long ago, the School Nurriton Team updated the production records to combine these two columns. You may find the updated production records to combine these					Comments						
The office assistant also does manual edit checks periodically, to assure the computer is doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review Gilmanton High School Comments Created By Created Date Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or no weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information (https://pgi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review Gilmanton High School Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently plannal on the delive and weekly requirements. Continue to work towards recipe standardization for the B90 recipe. Visit the Standardized Recipes webpage for additional tools and resources including telephates (fitts)://dpl. will.gov/school-nutrition/porgram-requirements/menuplanning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High FSD Comments Created By Created Date Broccoil were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, uses slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD Comments Created By Created Date The plannad number of servings column was not filled out during the lunch week of review. However, the actual 2 of servings were. Not too long ago, the School Nurriton Team updated the production records to combine these two columns. You may find the updated production records to combine these							Created By	Created Date			
doing it correctly. She does a very good job of making sure everything is organized and correct. 11/06/2019 868 1106 Administrative Review Gilmanton High School Comments Created By Created Date Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day, It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information Snacks in a Nutshell for more information (Interst/fgl.wi.gov/sixes/default/files/mcm/ss-hool-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review Gilmanton High School Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures that each meal is consistently planned to meet the daily and standardization ensures including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized Recipes webpage for additional tools and resources including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized recipes). 11/06/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created By Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team undeated the production recor	The office assist	ant also does	manual edit ch	hecks periodically, to assi	ire the computer is		Cicated By	Ci cutcu putc			
School Comments	doing it correctly							11/6/2019 2:23:14 PM			
Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school day those in the evening, or on weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information (https://dpi.wi.gov/slacks/default/files/mice/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review (Gilmanton High School School) Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization for the B8Q recipe. Visit the Standardized Recipes webpage for additional tools and resources including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review (Gilmanton High School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensil. 11/06/2019 865 409 Administrative Review (Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team Untrition/program-requirement/menu-planning/roduction-records to combine these two columns, You may find the updated the production records to combine these two columns, You may find the updated production records on the production records webpage (https://dpl.wi.gov/school-nutrition/porgar-requirement/menu-planning/roduction-records). We precorded the production records on the production rec	11/06/2019	868	1106	Administrative Review		FSD					
Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review Gilmanton High School Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization for the B8Q recipe. Visit the Standardizate engages we hepage for additional tools and resources including templates (https://dpl.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensils as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD Comments Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpl.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). Ny recommendation is to start using these going forward.											
Smart snacks only apply to food or beverages sold to students, on the school campus, during the school day. It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review Gilmanton High School Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization for the B8Q recipe. Visit the Standardizate engages we hepage for additional tools and resources including templates (https://dpl.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensils as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD Comments Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpl.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). Ny recommendation is to start using these going forward.							Created By	Created Date			
during the school day. It does not apply to fundraisers held 30 minutes after the school day, those in the evening, or on weekends. Therefore, fundraisers held outside of school do not need to meet the standards and do not need to be tracked. Refer to the Smart Snacks in a Nutshell for more information (https://dpi.wi.gov/skes/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf). 11/06/2019 867 409 Administrative Review (Gilmanton High School Comments Created By Created Date Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to meet the daily and ensures that each meal is consistently planned to the BBQ recipe. In 1/6/2019 1:57:12 PM ensurements/menu-planning/standardized recipes). 11/6/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records to combine these two columns. You may find the updated production records to combine these two columns. You may find the updated production records to combine these two columns. You may find the updated production records to combine these	Smart snacks or	aly apply to for	nd or heverage	as sold to students, on th	e school campus		Cicated by	Created Bate			
Comments	during the school day, those in the do not need to r Snacks in a Nuts (https://dpi.wi.g	ol day. It does e evening, or one meet the stand shell for more	not apply to fon weekends. lards and do ninformation	undraisers held 30 minut Therefore, fundraisers he not need to be tracked. Re	es after the school Id outside of school efer to the Smart			11/6/2019 2:07:41 PM			
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization for the BBQ recipe. Visit the Standardizad Recipes webpage for additional tools and resources including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High FSD School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD School Comments Created By Created Date 11/6/2019 1:54:12 PM School Comments Created By Created Date 11/6/2019 1:54:12 PM Oreated Date 11/06/2019 865 409 Administrative Review Gilmanton High FSD School Comments Created By Created Date 11/06/2019 1:40:31 PM PM Production records to combine these two columns. You may find the updated production records to the production records we begae (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward.		867	409	Administrative Review		FSD					
Technical assistance was provided for the recipe standardization process. Recipe standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization for the BBQ recipe. Visit the Standardizad Recipes webpage for additional tools and resources including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High FSD School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records such production records where the production records were production records on the production records where production records were production records where product					Comments						
standardization ensures that each meal is consistently planned to meet the daily and weekly requirements. Continue to work towards recipe standardization for the BBQ recipe. Visit the Standardized Recipes webpage for additional tools and resources including templates (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/standardized-recipes). 11/06/2019 866 409 Administrative Review Gilmanton High School Comments Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date 11/6/2019 1:54:12 PM School Comments Created By Created Date 11/6/2019 1:54:12 PM School 11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date 11/6/2019 1:40:31 PM School 11/06/2019 865 409 Administrative Review Gilmanton High School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD							Created By	Created Date			
Created By Created Date Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD	standardization weekly requirem Visit the Standa templates (https planning/standa	ensures that enents. Continurdized Recipes s://dpi.wi.gov/rdized-recipes	ach meal is co e to work towa webpage for school-nutritio).	onsistently planned to me ards recipe standardizatio additional tools and resou on/program-requirements	et the daily and in for the BBQ recipe. irces including s/menu-			11/6/2019 1:57:12 PM			
Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD	11/06/2019	866	409	Administrative Review		FSD					
Broccoli were served on 11/5/19 with a spoon, which is not an appropriate serving utensil as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD					Comments						
as it is not a standardized form of measurement. Rather, use slotted spoodles or a spoodle for vegetables, which are appropriate serving utensils. 11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD							Created By	Created Date			
11/06/2019 865 409 Administrative Review Gilmanton High School Comments Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD	as it is not a sta	ndardized forr	n of measuren	nent. Rather, use slotted		2		11/6/2019 1:54:12 PM			
Created By Created By Created Date The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD					Gilmanton High	FSD					
The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school- nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD					1						
The planned number of servings column was not filled out during the lunch week of review. However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD					Comments						
However, the actual # of servings were. Not too long ago, the School Nutrition Team updated the production records to combine these two columns. You may find the updated production records on the production records webpage (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning/production-records). My recommendation is to start using these going forward. 11/06/2019 864 409 Administrative Review Gilmanton High FSD							Created By	Created Date			
	However, the ac updated the pro production recon nutrition/progra	tual # of serv duction record ds on the prod m-requiremen	ings were. Not s to combine duction record ts/menu-plan	t too long ago, the School these two columns. You n Is webpage (https://dpi.w	Nutrition Team nay find the updated i.gov/school-			11/6/2019 1:40:31 PM			
	11/06/2019	864	409	Administrative Review		FSD					

Administrative Review Report

Gilmanton School District

Comments										
						Created By			Created Date	
The BBQ recipe has the total yield (on the bottom of the page) for the 100 servings column. The next time you prepare this recipe using 150 servings, make sure to figure out the total yield (in cups or by weight). The recipe also has ground beef 80/20 and you sent a label for 85/15. Make sure when standardizing recipes to record the exact products you use. Using a different product than the recipe will also alter the total yield and crediting of the recipe.		t				11,	/6/2019 1:38:50 PM			
11/06/2019	863	409	Administrative Review	Gilmanton High School	FS	D				
				Comments						
	Created By Created Date							eated Date		
The printed menu is not always consistent with what was actually served. For example, a cheese stick was added on the 8th, egg omelet subbed for scrambled eggs on the 9th, cheese stick taken off the 10th, and toast subbed for an English muffin on the 11th. Although the occasional menu change is understandable, keep in mind customer satisfaction and expectations for the planned menu.				11/			/6/2019 1:38:09 PM			
11/06/2019	862	409	Administrative Review	Gilmanton High School	FS	D				
Comments										
						Cr	eated By		Cre	eated Date
	size for orang	e juice, record	ne as fluid ounces (volum d 4 fl. oz. rather than 4 oz		•				11/	/6/2019 1:36:42 PM