

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.

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Findings and Corrective Action:

Site Name		
Form Name	Revenue From Non-Program Foods (709 - 711)	
Question #	709	
TA Log #	TA Log# exists	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged	<p>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.</p> <p>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.</p>
Site Name	Gilmanton High School	
Form Name	Meal Components and Quantities - Review Period (409-412)	
Question #	410	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged</p> <p>11/06/2019 01:45 PM</p>	<p>Finding: The Planned Number of Servings column was not consistently filled in daily on lunch production records during the week of review. Production records are intended to be useful tools to record information prior to production, during production, and following production. Updated production records combined the Planned Number of Servings and Actual Number of Servings Prepared columns.</p> <p>Corrective Action: Submit one week of lunch production records using the updated template, available on the production records webpage. Ensure that the Planned Number/Actual Number of Servings prepared column is filled out daily.</p>

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
11/07/2019	875	409	Administrative Review	Gilmanton High School	FSD			
Comments								
						Created By		Created Date
School Breakfast Challenge In addition, all schools participating in the Challenge are eligible to apply for NKH's breakfast grants. For these grants, there is no free and/or reduced price meal percentage requirement. Grants will support schools with the purchase of approved equipment, materials and program initiatives. Deadline is December 6, 2019. Visit the Hunger Task Force (http://bit.ly/SchoolBreakfastChallenge) for details.								11/7/2019 1:13:35 PM
11/07/2019	874	409	Administrative Review	Gilmanton High School	FSD			
Comments								
						Created By		Created Date
School Breakfast Challenge Join schools throughout Wisconsin to increase breakfast participation or to start a new 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 the Hunger Task Force (http://bit.ly/SchoolBreakfastChallenge) for details.								11/7/2019 1:12:58 PM
11/07/2019	873	709	Administrative Review	ALL				

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Comments							Created By	Created Date
It was discussed with the Food Service Director, and office assistant, that the Non-Program Food Tool must be completed since you do sell Smart Snack ala carte items at lunch meal service. The office assistant is currently working on completing the tool, as we are there on review. It will be CA, and a copy will be requested to be sent to the DPI reviewer.								11/7/2019 8:50:23 AM
11/06/2019	870	200	Administrative Review	ALL				
Comments							Created By	Created Date
SFA has VCR finished, but wants to double check before submitting it to DPI. She will email me a copy as soon as she submits it in the next few days. She was out of office due to a family funeral.								11/6/2019 2:27:10 PM
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.								11/6/2019 2:23:14 PM
11/06/2019	868	1106	Administrative Review	Gilmanton High School	FSD			
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 (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/smart-snacks-in-a-nutshell.pdf).								11/6/2019 2:07:41 PM
11/06/2019	867	409	Administrative Review	Gilmanton High School	FSD			
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 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).								11/6/2019 1:57:12 PM
11/06/2019	866	409	Administrative Review	Gilmanton High School	FSD			
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.								11/6/2019 1:54:12 PM
11/06/2019	865	409	Administrative Review	Gilmanton High School	FSD			
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.								11/6/2019 1:40:31 PM
11/06/2019	864	409	Administrative Review	Gilmanton High School	FSD			

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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.							11/6/2019 1:38:50 PM
11/06/2019	863	409	Administrative Review	Gilmanon High School	FSD		
Comments						Created By	Created 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	Gilmanon High School	FSD		
Comments						Created By	Created Date
Keep in mind ounces (weight) is not the same as fluid ounces (volume). When writing the planned serving size for orange juice, record 4 fl. oz. rather than 4 oz. (which is not necessarily 1/2 cup by volume).							11/6/2019 1:36:42 PM