

Administrative Review Report

Waukesha School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	11/01/2022	04/16/2023
On-Site Review	04/11/2023	04/14/2023
Site Selection Worksheet	11/01/2022	04/02/2023
Entrance Conference	04/11/2023	04/11/2023
Exit Conference	04/14/2023	04/14/2023

Commendations:

From the Nutrition Program Consultant

Thank you to the staff at Waukesha School District for the courtesies extended to everyone during the on-site review and for being available to answer questions and provide additional information. All were very 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. It was a pleasure to work with everyone!

Recommendations:

From Public Health Nutritionist:

Thank you to all staff at Waukesha 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!

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Findings and Corrective Action:

Site Name	North High School	
Form Name	S-1	
Question #		
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	CAP Accepted	
Corrective Action History	Flagged 04/20/2023 01:47 PM	Finding: The digital menu board at North HS showed a line that said: Second meals available and the price. Corrective Action Needed: Remove the line on the digital menu board that offers second meals to students. Second meals are not allowed, but second entrees are allowed. Nothing further needed.
	CAP Submitted 05/09/2023 12:21 PM	The digital menu board has been updated to remove this item. We are no longer selling full second meals to students at any of our schools. We will sell a second entrée or additional milk.
	CAP Accepted 06/15/2023 02:13 PM	CAP Accepted
Site Name	Banting Elementary	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 06/08/2023 08:55 AM	<p>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. 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).</p> <p>Finding : Signage was available; however, it is recommended to reposition this closer to the meal service area. Adequate signage helps ensure that students accurately select reimbursable meals each day. Corrective Action : Submit a picture of completed signage posted near the lunch and breakfast service line.</p>
Site Name	Hadfield Elementary School	
Form Name	Meal Components and Quantities - Review Period (409-412, 430-437)	
Question #	409	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 06/08/2023 09:51 AM	<p>Finding : At breakfast there was a grain shortage during the week of review. 6.25 oz eq of grain was offered over the course of the week, which does not meet the minimum 7 oz eq requirement for the K-5 meal pattern.</p> <p>Corrective Action: Submit a statement explaining how this weekly grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.</p> <p>On March 14, 2023 the bundled cold option of yogurt, cheese, and fruit, did not include a grain option. The main line also did not have a grain option for students to accept or decline.</p>

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		Finding: Fiscal action is required for a missing component. Therefore, fiscal action will be assessed for the 50 cold option lunch meals on March 14th, the day with the missing grain component at Hadfield Elementary School.
Site Name	Hadfield Elementary School	
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	Flagged	
Corrective Action History	Flagged 06/08/2023 10:24 AM	Finding: The daily minimum requirement of fruit was not met for K-5 students for breakfast during the week of review. Each day only ½ cup of fruit was offered/served, the minimum requirement is at least 1 cup of fruit/vegetable. The daily shortage also resulted in a weekly shortage, over the course of a week, at least 5 cups of fruit/vegetables must be offered. During the week of review only 2½ cups of fruit/vegetables were offered/served. Corrective Action : Submit a breakfast menu planning worksheet for the week of review (March 13-17, 2023), showing that all components and quantities will be met. Please complete a menu planning worksheet to reflect the changes to the originally served menu. Breakfast Menu Planning Worksheet . Complete with food service school nutrition professionals that work in the Hadfield Elementary School kitchen to ensure they understand the daily/weekly meal pattern and that anything offered/served to students must be recorded.
Site Name	Lowell Elementary School	
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	Flagged	
Corrective Action History	Flagged 06/07/2023 05:07 PM	Finding : At lunch there was a weekly grain shortage during the week of review. Only 7.25 oz eq grain was offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement for the K-5 meal pattern. At breakfast there was a grain shortage during the week of review. 6.25 oz eq of grain was offered over the course of the week, which does not meet the minimum 7 oz eq requirement for the K-5 meal pattern. Corrective Action : Submit a statement explaining how this weekly grain shortage will be fixed during the week of review at breakfast and at lunch. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.
Site Name	Banting Elementary	
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	Flagged	

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Corrective Action History	Flagged 06/08/2023 09:20 AM	Finding: At lunch there was a weekly grain shortage during the week of review. Only 6.5 oz eq grain was offered over the course of the week, which does not meet the minimum 8.0 oz. eq. grain requirement for the K-5 meal pattern. At breakfast there was a grain shortage during the week of review. 6.25 oz eq of grain was offered over the course of the week, which does not meet the minimum 7 oz eq requirement for the K-5 meal pattern. Corrective Action: Submit a statement explaining how this weekly grain shortage will be fixed during the week of review. Include any necessary serving sizes, nutrition facts labels, ingredients lists, and/or crediting documentation.
Site Name	Hadfield Elementary School	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 06/08/2023 10:39 AM	The teachers at Hadfield Elementary and school food service nutrition professionals located at the POS were requiring students to take additional items after they had already selected a reimbursable meal. Finding : Although no non-reimbursable meals were observed during the days of onsite review, many students were made to take more than what they needed at both breakfast and lunch. The breakfast and lunch Offer versus Serve (OVS) requirements are not fully understood by all staff at the point of service. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description) Corrective Action : Have staff responsible for determining reimbursable breakfast and lunch meals attend a training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.
Site Name	Banting Elementary	
Form Name	Offer vs Serve (500-502)	
Question #	500	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	Flagged 06/08/2023 09:14 AM	Many elementary school have teachers and school aides assist with meal service. Anyone who works in the meal service area, helping students, must understand how offer vs serve works and how to create a reimbursable meal each day. Finding: Food service staff were unclear about the Offer versus Serve (OVS) requirements for lunch. Although all students observed took a reimbursable meal, it is important for staff to understand the OVS requirements. OVS resources on WI DPI's Menu Planning webpage may be used as training resources (https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning). The Meal Pattern e-learning resources may also be helpful (https://dpi.wi.gov/school-nutrition/training/online-learning#meal-patterns~:text=Policy-,Meal%20Patterns,-Title%20/%20Description).

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Corrective Action:
Have staff responsible for determining reimbursable meals attend training on OVS. Please submit details regarding when and where the training was held, who attended, and how the training was conducted.

Technical Assistance Entries:

TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
05/01/2023	3659		Administrative Review		FSD			
Comments								
							Created By	Created Date
In order to ensure that proper serving sizes of fruits are offered, continue to use the 5.5 oz lidded cups.								6/8/2023 12:14:08 PM
05/01/2023	3658		Administrative Review		FSD			
Comments								
							Created By	Created Date
Production records are intended to be helpful, useful documents for school nutrition professionals. Understanding what the planned serving size is for each item planned is not to be assumed. As the menu planner, please ensure that each item listed has the proper serving size listed. Example: pound is not a garden bar serving size for diced tomatoes or sliced cucumber. Listing the number of larger garden bar items is also very helpful for staff and students. Example: Red bell pepper strips, how many strips equals an 1/8 or 1/4 cup. The information can then be listed on the garden bar signage to help educate students, in both building a reimbursable meal and portion sizes for a life time.								6/8/2023 9:32:59 AM
05/01/2023	3657	430	Administrative Review	Banting Elementary	FSD			
Comments								
							Created By	Created Date
Production records are intended to be helpful, useful documents for school nutrition professionals. Understanding what the planned serving size is for each item planned is not to be assumed. As the menu planner, please ensure that each item listed has the proper serving size listed. Example: pound is not a garden bar serving size for diced tomatoes or sliced cucumber. Listing the number of larger garden bar items is also very helpful for staff and students. Example: Red bell pepper strips, how many strips equals an 1/8 or 1/4 cup. The information can then be listed on the garden bar signage to help educate students, in both building a reimbursable meal and portion sizes for a life time.								6/8/2023 9:28:39 AM
04/13/2023	3444		Administrative Review	ALL				
Comments								
							Created By	Created Date
Technical Assistance was given to use the Professional Standards Tracker on the DPI website. It is more efficient, and uses less time to record training. FSD was told to possibly have each kitchen mgr. or lead to take care of tracking the team members training in their kitchens and then give sheet to FSD. It is a local decision, this was just a suggestion to alleviate his load of work.								4/13/2023 9:33:37 AM
04/12/2023	3435	1104	Administrative Review	ALL				
Comments								
							Created By	Created Date
Technical Assistance was given to always respond to families who ask for benefits to be discontinued for their children. The SFA is currently doing that, and this is just a reminder.								4/12/2023 10:20:39 AM
04/12/2023	3434	706	Administrative Review	ALL				
Comments								
							Created By	Created Date
Technical Assistance was given to the office assistant on processing applications. Currently, there are two people who process them as they come in. With such a big enrollment in this district, it is needed They process them in 1 to 2 days, so that is good. It is best practice to keep consistent on how you are leaving notes on the paper app's. Some had more								4/12/2023 10:14:21 AM

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<p>information than others. Even though the information is on the computer in Infinite Campus, it is best practice to also have the same information on the paper app's. If it is needed to pull an app, all info should be on the app as well.</p>		
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