

Administrative Review Report

Baraboo School District

Review Schedule:

Schedule Type	Start Date	End Date
Off-Site Review	03/11/2019	04/08/2019
On-Site Review	04/29/2019	05/02/2019
Site Selection Worksheet	03/11/2019	03/11/2019
Entrance Conference	04/29/2019	04/29/2019
Exit Conference	05/01/2019	05/01/2019

Commendations:

Thank you to the staff at Baraboo High School for the courtesies extended to us during the administrative review. It was obvious that all staff cares for the well-being of their students.

Thank you to the food service director for sending documentation prior to the onsite visit as this greatly expedited the review. Additionally, we appreciate your flexibility in using the new SNACS software for the audit process. The food service director exemplifies great understanding and knowledge with regulations. All staff were open to suggestions and feedback.

The brand new cafeteria at Baraboo High School is a comfortable, appealing area in which students can enjoy their school meals. The expansive salad bar is eye-catching and popular.

Staff at Al Behrman Elementary were enthusiastic about the Fresh Fruit and Vegetable Program. Students enjoyed their snack of fresh apple slices and teachers expressed gratitude for the program. Thank you for participating in this program and for spending all of your grant award!

Staff maintain a very pleasant meal preparation and service environment in a beautiful school cafeteria. Production and service spaces are clean and tidy. Keep up the good work!

Awesome job and thank you for what you do for kids!

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 including Rice Lake. Courses cover many areas of the school nutrition programs including administrative responsibilities, program basics, meal pattern requirements and menu planning, financial management, meal benefit determination process, and many other topics. More information along with other upcoming trainings and webinars can be found on the DPI School Nutrition Webpage.

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, or communications and marketing. For more information go to the Wisconsin [DPI School Nutrition Training](https://dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills) webpage (dpi.wi.gov/school-nutrition/training/goal-oriented-achievement-learning-skills).

Find more information on the following topics on the [DPI School Nutrition](https://dpi.wi.gov/school-nutrition) Website (https://dpi.wi.gov/school-nutrition)

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Technical Assistance:

A la Carte
It is recommended the food service director consider offering reimbursable meals in the a la carte line. This would give the free/reduced students options such as pizza, hot dogs, etc. without requiring them to have funds in their accounts. This recommendation if implemented could benefit the free/reduced students as well as potentially increasing profits for the food service program.
Food Cost
We encourage the food service director look for creative marketing ideas for displaying and serving appealing meals along with accessing meal cost for a financially sustainable program.
Food Safety Plan
Update the food safety binder with site specific SOPs; for example, the elementary schools would not need #18 transporting food, but would need an SOP for field trip meals and FFVP. We recommend that new SOPs are reviewed by your sanitarian.

Findings and Corrective Action:

Site Name	
Form Name	Maintenance of Non-Profit School Food Service Account (700 - 705)
Question #	700
Corrective Action History	<p>Finding: On the Annual Financial Report, not all expenses were allocated correctly. Under expenses, only items over \$5000 or the SFA's capitalization threshold should be listed under equipment. All other items should be listed under 'other'. All expenses should be allocated between all programs. Review purchased services to determine if they should be allocated to breakfast and non program foods.</p> <p>CA: Have the person responsible for the Annual Financial Report watch the Annual Financial Report webcast then upload the webcast certificate into SNACS (https://dpi.wi.gov/school-nutrition/training/webcasts).</p>
Site Name	
Form Name	Revenue From Non-Program Foods (709 - 711)
Question #	709
Corrective Action History	<p>Finding: The SFA completed the DPI Nonprogram Foods Revenue Tool as part of the offsite assessment. It was determined that the SFA will need to raise a la carte prices to be in compliance with nonprogram foods pricing and ratio requirements per 7 CFR 210.14.</p> <p>CA 1: Submit a timeline of when non program food prices will be increased to be in compliance.</p> <p>CA 2: Provide a statement of understanding that this tool is required to be completed annually and used to set nonprogram food pricing.</p>
Site Name	

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Form Name	Certification and Benefit Issuance (124 - 142)	
Corrective Action History		<p>Finding: Non food service staff with access to free and reduced data do not have signed disclosure agreement forms on file.</p> <ul style="list-style-type: none"> The information provided by the family on the free and reduced price application is to be used only for determining eligibility for meal or milk benefits. The SFA must seek written consent from the parent or guardian to use the information provided on the application or through direct certification for non-program purposes, such as athletic or testing fee waivers, registration fee waivers, etc. SFAs must allow households to limit consent to only those specific programs they wish to share information. SFAs are not allowed to have a blanket fee waiver. Consent must be obtained each school year. For anyone receiving eligibility information to approve students for non-food service program benefits after parental consent is received, the <i>Disclosure Agreement</i> form should be signed and on file at the district. A template Disclosure of Free and Reduced Price Information form is located on the SNT website (http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/disclosure-agreement.docx). <p>CA: Upload the applicable signed disclosure agreement statements.</p>
Site Name		
Form Name	Certification and Benefit Issuance (124 - 142)	
Question #	136	
Corrective Action History		<p>Finding: The SFA is not in compliance with nondiscrimination practices per 7 CFR 245.8. Individual meal prices show on the computer which could result in overt identification of students eligibility.</p> <p>CA: Remove current meal price from the computer screen (contact software provider if necessary). Provide a date when this was completed.</p>
Site Name		
Form Name	Civil Rights (809 - 810)	
Question #	810	
Corrective Action History		<p>Finding: The non discrimination statement (NDS) format of the DC letter has been changed. The unpaid meal policy, the</p>

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		<p>sharing of information policy and the website should have the full NDS.</p> <p>CA: Upload a copy of the DC letter, the unpaid meal policy, and the sharing of information forms with the correct NDS. Upload a screenshot of the NDS on the website.</p>
Site Name		
Form Name	Local School Wellness (1007)	
Question #	1007	
TA Log #	No TA Log# found	
Due Date		
Corrective Action Status	Flagged	
Corrective Action History	<p>Flagged Michelle Zvonar 04/30/2019 01:45 PM</p>	<p>Finding: The SFA's Local Wellness Policy (LWP) is missing three required elements. See the Wellness Policy webpage for more information along with a LWP checklist (https://dpi.wi.gov/school-nutrition/wellness-policy). Policy Leadership-SFAs are required to identify the official responsible (or title of official) for LWP oversight in the written policy such as <i>the superintendent shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy.</i></p> <p>Food and Beverage Marketing-SFA's may only market products that adhere to Smart Snacks guidelines during the school day and include language related to this in the written policy. For example, <i>schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.</i></p> <p>Update and Inform the Public-The SFA is required to inform and update the public about the content and implementation of the policy. The written policy must include language specifying how the SFA will be in compliance with this requirement. For example, <i>the district will actively inform families and the public about the content of and any updates to the policy through the school website and board of education meetings.</i></p> <p>CA: Provide a timeline for updating your policy to become compliant with the final rule.</p>
Site Name		
Form Name	Civil Rights (811-812)	
Question #	811	
Corrective Action History		<p>Finding: The nondiscrimination "And Justice for All" poster is not the current poster (FNS Instruction 113).</p> <p>CA: Provide a timeline of when the posters will be replaced in all schools.</p>

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Site Name	Baraboo High School	
Form Name	Food Safety, Storage and Buy American (1404-1411)	
Question #	1409	
Corrective Action History		<p>Finding: SFAs must ensure that food storage, preparation and service is in accordance with the state and local sanitation and health laws and regulations (7 CFR 210.13). Currently chemicals are stored next to equipment that is used for food transport.</p> <p>CA: Submit documentation of how the food safety violation has been corrected.</p>

Technical Assistance:

A la Carte

Consider modifying the a la carte area at Baraboo High School to allow students to make reimbursable meals from their selections. First, check the a la carte entrees to make sure they meet meal pattern requirements. Then simply offer one cup of fruit and one cup of vegetable so that all five components are offered, making sure to meet the weekly vegetable subgroup requirements. Fruits and vegetables could be pre-portioned into ½ cup portions with clear signage telling students that they could select up to two portions of each, but only need to take ½ cup of fruit or vegetable as part of their meal. Students would then need to select three components, including ½ cup fruit and/or vegetable, to have a reimbursable lunch. This option would give students a cost-effective way to purchase a healthy, balanced meal.

Salad Bar M/MA

In addition to the main entrée offered on the salad bar, cottage cheese, shredded cheese, and sunflower seeds are offered daily. During the week of review (March 18-22, 2019) the weekly M/MA maximum was 23 ounce equivalents (oz eq), while the recommended maximum is 12 oz eq. Please keep in mind that exceeding the recommended maximum by this much almost certainly means that the menu exceeds the dietary specifications. It would be preferable to offer the cottage cheese and shredded cheese (along with the grain options) as an alternative to the main entrée, rather than in addition to it.

Findings and Corrective Action:

Site Name	Baraboo High School	
Form Name	Food Safety & Buy American (1400 - 1403)	
Question #	1403	
Corrective Action History		<p>Finding: The following products were identified in SFA's storage area as non-domestic and were not listed on the SFA's Buy American Non-Compliant Product List:</p> <ul style="list-style-type: none"> • Canned olives – Spain • Canned jalapenos – Mexico <p>CA: Complete and submit Non-Compliant Product Forms for the products listed above (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/buy-american-noncompliant-list.docx).</p>
Site Name	Baraboo High School	
Form Name	Meal Components and Quantities - Day of Review (400-408)	
Question #	404	

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Corrective Action History	<p>Finding: Signage was not posted at breakfast to show students what makes up a reimbursable meal. Signage must be posted that indicates the offered components in each meal and tells students what they must select in order to make a reimbursable meal. Signage examples can be found on our Signage webpage (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/signage).</p> <p>CA: Submit a picture of complete signage posted near the breakfast service line. CA completed onsite; no further action needed.</p>
Site Name	Baraboo High School
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	409
Corrective Action History	<p>Finding: Salad bar production records do not contain all required information and are not filled in completely. Make sure to include quantity prepared and amount leftover for each food item. To save time and ensure that all items are recorded accurately, it is recommended that food service adopt a new salad bar template and type in all foods typically offered, leaving some lines blank so that other foods can be written in.</p> <p>CA: Submit one week of completed salad bar production records with all required information filled in. Although not required, DPI's Salad Bar Production Record template may be used (https://dpi.wi.gov/school-nutrition/national-school-lunch-program/menu-planning/production-records).</p>
Site Name	Baraboo High School
Form Name	Meal Components and Quantities - Review Period (409-412)
Question #	410
Corrective Action History	<p>Finding: At Baraboo High School, the week of review (March 18-22, 2019) contained the following meal pattern quantity issues:</p> <ul style="list-style-type: none"> • Two missing vegetable subgroups (beans/peas/legumes and starchy) on the salad bar line • One vegetable subgroup shortage (dark green) on the salad bar line • Two daily meat/meat alternate shortages (Tuesday and Friday) on the main line <p>The daily meat/meat alternate shortages were corrected prior to the onsite review. Please refer to the lunch meal pattern table when planning menus to ensure that daily and weekly requirements are met separately for each meal service line (https://dpi.wi.gov/sites/default/files/imce/school-nutrition/lunch-meal-pattern-table.pdf).</p> <p><i>Repeat findings during subsequent Administrative Reviews will be subject to fiscal action.</i></p> <p>CA: Submit a written statement explaining in detail how these vegetable quantity issues will be fixed.</p>