

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Bettendorf Comm School District (06210000)
October 15-17, 2019

Program Year: 2020
Month of Review: September
Lead Reviewer: Sandra Fiegen
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming	V-0300	Field trip meals are not counted at the point of service.	When reimbursable meals are claimed for sack lunches offsite, a point of service meal count must happen. At the time of review, we discussed a couple of options for accomplishing this. Please indicate how the school will obtain an accurate count at the point of meal service for each child's meal claimed.	
600 - Dietary Specifications and Nutrition Analysis	V-0600	Preschool children at the elementary school are served their lunch meals separately. Teachers fill their plates and they are in the cafeteria area at a separate time from other elementary students. Because they are not co-mingled, their meals must follow the preschool meal pattern.	Several resources about preschool meals and the preschool meal pattern were shared with the School Nutrition Director. In your corrective action response, please attach the menu for preschool meals for the month of November, including serving sizes and the type of milk served. Also, please indicate how you will document these meals in food production records, provide the correct serving utensils and training to the preschool teachers regarding how much to plate for each child.	
600 - Dietary Specifications and Nutrition Analysis	V-0600	Product formulation statements are not available for some items, discussed with Director of Nutrition Services. This includes commercial food items purchased and resold at the middle and high school level. For these items, the request for information needs to be included in contract negotiations in the future.	In your response, please indicate your intention to obtain the missing information, and to include the requirement for information in contracts negotiated moving forward.	

Site - Level Findings: Grant Wood Elementary School (0405)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	Several students did not choose a reimbursable breakfast meal, and no foodservice person was checking meals for reimbursability at the end of the service area, which is the system that is described in the annual application process.	Each meal claimed for reimbursement must be accurately counted and must be reimbursable. In your corrective action response, please indicate how you will ensure that all meals claimed for reimbursement are reimbursable.	

Site - Level Findings: Herbert Hoover Elementary School (0407)

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Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Site - Level Findings: Neil Armstrong Elementary School (0445)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response

Org - Level Technical Assistance

Area	Question	Comments
300 - Meal Counting and Claiming	306 What procedures are used as internal controls to ensure the meal counts do not exceed enrollment or attendance adjusted enrollment?	We found the infinite campus monthly edit check report and encouraged FSD to use it when completing the claim for reimbursement each month. She is doing a daily edit check with the transaction report generated each day. Daily and monthly edit checks are required prior to claim submission.
700 - Resource Management	705 Did the SFA have internal control procedures in place to ensure that only allowable costs were charged to the nonprofit school food service account?	The district has a procurement plan in use; we discussed the levels of procurement (micropurchasing, small purchase and formal purchase) and the types of documentation that must be maintained for each type of procurement. The district is encouraged to review these procedures and assess whether they need to provide a better documentation of activity according to type of procurement.
1200 - Professional Standards	1206 a. Have the school nutrition staff met the annual training requirements for the current school year including part-time, full-time and any staff hired after January 1?	Most employees have completed several hours of professional development training in this new school year. We discussed the need for counting topics that directly relate to and enhance an employee's job duties. More training is planned for the remainder of the school year.
1400 - Food Safety	1400 a. Does the written food safety plan contain the required elements?	A district HACCP plan contains an overview of all school facilities, personnel, equipment, and flow of food information. We discussed the original guidance and the sample plan that is included, and how to incorporate these elements in the HACCP plan of the district. SOP's are reviewed annually, and each site has SOP's that pertain to their functions.

Site - Level Technical Assistance Grant Wood Elementary School (0405)

Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast		We discussed options for obtaining a point of service meal count for sack lunches.

Site - Level Technical Assistance Herbert Hoover Elementary School (0407)

Area	Question	Comments

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300 - Meal Counting and Claiming - Breakfast	318 At the selected school(s), does each type of meal service line as observed on the day of review provide an accurate count by eligibility category at the point of service (or approved alternate)?	A very short amount of time exists between sections of students in the cafeteria, and cleaning tables, washing trays, getting ready for the next bunch, is hectic. We discussed ways to make an adequate amount of time for the foodservice staff to be ready for the next shift and you are encouraged to continue to look at this.
1400 - Food Safety	1406 Is the most recent food safety inspection report posted in a publicly visible location?	A copy of the health inspection report was available, but was not the most current inspection report. Please post the most current report.

Site - Level Technical Assistance Neil Armstrong Elementary School (0445)

Area	Question	Comments
1700 - Afterschool Snack	1708 Does the snack program conduct acceptable education or enrichment activities before, during, or after the snack meal service? <i>(N/A for Seamless Summer Option)</i> .	There are several afterschool programs held at Neil Armstrong that may qualify to be served the afterschool snack also. You are encouraged to reach out to them to ask whether they may want to participate in the snack.
1700 - Afterschool Snack	1709 Are snacks properly prepared, held, served, and stored within proper food safety practices?	On the day of snack observation, one child who was not staying for afterschool activities that day but usually does, helped herself to the snack items in the kitchen. You are encouraged to think of ways to protect the food from students freely taking items before you are ready to distribute the snack to students who are eligible to be claimed and a part of the afterschool activity.

Org - Level Commendations

Description
All foodservice staff that were available during the review were conducting their duties in an efficient, effective manner, and seemed to enjoy their interaction with each other and the students. As noted by the Food Service Director, many go above and beyond the job requirements to be flexible in scheduling, or in the activity that they complete each day. They are to be commended in the daily efforts made to provide nutritious meals to the students of the Bettendorf Community School District.
Financial records that were reviewed, indicated appropriate and allowable expenditures. The district has a sufficient system of safeguards and accountability practices in place to ensure the safety of the account.
In the school buildings visited for meal observations, a variety of entrees, fruits, and vegetables were offered throughout the review period for lunch, and included many fresh fruits and vegetables. Daily multiple choices of fruits and vegetables encourages student consumption.
Meal counts during the on-site review were reasonable when compared to the review month counts. Meal count totals for the month of September were accurate and complete.
Of the 475 eligibility determinations chosen randomly and reviewed as a part of the administrative review, there were no errors found. The eligibility determinations and related paperwork were neatly filed. All required paperwork was available.
The correct number of applications were verified and were correctly selected from error prone applications. All income sources were verified with at least one month's income, and the process was completed on time.
The district has taken reasonable steps to ensure that students with special dietary needs are adequately accommodated and that proper documentation is on file.
The district is to be commended on their dedication and commitment to the health of the students they serve. The local wellness policy for the district is extensive, is regularly reviewed and updated, and a detailed assessment of the goals of the policy is completed and shared with the public. In addition, the longstanding relationship with the Scott County Decategorization Program enhances and enriches the local school's wellness policy. A recent grant from the Scott County Community Health Department was used to create a wellness resource library at the High School, and you are encouraged to look into allowing students to participate in this library also.

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The Food Service Director, FSD, does a superior job of menu planning and offering choices. The numerous choices increases participation and provides opportunities for each child to find meal components for lunch that they will eat.

The SFA effectively utilizes its USDA entitlement for commodities, and participates in the DoD fresh fruit and vegetable allocations.

There was a comprehensive list of all employees involved in child nutrition programs in the district, and training was correctly documented. The district is on track to provide at least the minimum hours of training required annually for each employee.

Site - Level Commendations Grant Wood Elementary School (0405)

Description

please see the organization commendations.

Site - Level Commendations Herbert Hoover Elementary School (0407)

Description

please see the organization level commendations

Site - Level Commendations Neil Armstrong Elementary School (0445)

Description

please see the organization level commendations