PITMAN BD OF ED-01504140 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	PITMAN BD OF ED-01504140	806	02/10/2025	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 01/30/2025 10:39 AM CAP Accepted				
	Corrective Action Plan: Submitted by Richele Boyce 01/28/2025 08:57 AM On 1/15/2025 the administrative office staff watched the Civil Rights Training located in SNEARS and signed off on completion.				
	Flagged by Jill Dailey 01/09/2025 08:29 AM Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Staff must complete the State Agency Civil Rights Self Study Guide or view the Civil Rights Webinar which can both be found in SNEARS. At the time of the review, there was no documentation to show that the administrative office staff had completed civil rights training for the 2024-2025 SY. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. **Indicate the date of implementation.**				
Professional Standards	Professional Standards (On-Site Assessment Tool)	PITMAN BD OF ED-01504140	1219	02/10/2025	CAP Accepted

PITMAN BD OF ED-01504140 - Corrective Action Report (Detail)

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 01/30/2025 10:41 AM CAP Accepted				
	Corrective Action Plan: Submitted by Richele Boyce 01/28/2025 09:00 AM On 1/13/2025 Administrative Office staff completed Civil Rights training along with Offer vs. Serve. We will conduct ongoing training weekly until the 4 hours is met.				
	Flagged by Jill Dailey 01/09/2025 08:29 AM Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/. On the day of review, there was no documentation available to confirm that the required number of hours of training had been completed or started for the administrative office staff. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. **Indicate the date of implementation.**				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	PITMAN JR./SR. HIGH SCHOOL-1494	406	02/10/2025	CAP Accepted

PITMAN BD OF ED-01504140 - Corrective Action Report (Detail)

Note: The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised syste

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Jill Dailey 01/30/2025 10:40 AM CAP Accepted				
	Corrective Action Plan: Submitted by Richele Boyce 01/28/2025 08:55 AM With the menu dated January 27-31. 2025 we will conduct a Nutrional analysis for both meal patterns and adjust future menus accordingly. We will place signage outlining portions middle school can choose from and what high school students can choose from. MS choose one fruit. HS choose can choose two fruits.				
	Corrective Action Plan: Rejected by Jill Dailey 01/15/2025 02:10 PM Please provide the date of implementation.				
	Corrective Action Plan: Submitted by Nancy Hibbard 01/13/2025 02:31 PM Will conduct a nutrional anyalasis to adjust accordingly. We will place signage outlining portions middle school can choose from and what high school students can choose from. MS choose one fruit. HS choose can choose two fruit.				
	Flagged by Jill Dailey 01/09/2025 08:28 AM The required school lunch meal patterns for each grade group (K-5, 6-8, K-8, 9-12) are intended to result in age-appropriate and nutritious meals. Adaptions to the menus must be made to accommodate grades 6-8 and 9-12 within one school (e.g. grades 7-12). A suggestion is to start with the components that overlap, and make only minor adjustments to the vegetables or fruits components to increase calories for the older students. On the day of review at lunch, all students, grades 7-12, had access to all the same components and menu items. There was no signage to distinguish the 7-8 graders were being served under the 6-8 meal pattern vs the 9-12 graders being served under the 9-12 meal pattern. The state agency and foodservice staff discussed posting signage and conducting a nutrient analysis to ensure the dietary specifications are in compliance for both grade groups (6-8 and 9-12). Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. **Indicate the date of implementation.**				

Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged