



Arkansas Department of Education

Transforming Arkansas to lead the nation in student-focused education

Johnny Key
Commissioner

Child Nutrition Unit
2020 W. 3rd St. Suite 404
Little Rock, AR 72205

November 15, 2016

**State Board
of Education**

Mireya Reith
Fayetteville
Chair

Dr. Paul McCartney, Superintendent
Rock and Roll School District
#9 John Lennon Drive
Happy, AR 99999

Dr. Jay Barth
Little Rock
Vice Chair

Dear Dr. McCartney:

Joe Black
Newport

The Administrative Review (AR) for Starr Elementary School in the Rock and Roll School District was completed on November 4, 2016. I would like to express my appreciation to your staff for their assistance. Records needed for the review were in good order, which facilitated the review process. Georgia Harrison, Child Nutrition Director, did an excellent job of having everything prepared.

Susan Chambers
Bella Vista

Charisse Dean
Little Rock

The review confirmed:

Dr. Fitz Hill
Little Rock

Performance Standard 1: Certification/Counting/Claiming – All free, reduced price and paid meals claimed for reimbursement are served only to children eligible for free, reduced price and paid meals, respectively; and counted, recorded, consolidated and reported through a system which consistently yields correct claims.

Ouida Newton
Poyen

R. Brett Williamson
El Dorado

Performance Standard 2: Components – Meals claimed for reimbursement within the school food authority contain food items/components as required by Program regulations.

Diane Zook
Melbourne

Although the Starr Elementary School was in compliance with both PS 1 and PS 2, regulatory deficiencies that require corrective action were noted as follows:

1. Professional Standards:

Requirement: Child Nutrition Directors hired after July 1, 2015 must have at least eight (8) hours food safety training within the five (5) years prior to being hired as the district CND or within thirty (30) days of being hired.

Findings: Ms. Georgia Harrison was hired as the district CND on July 1, 2016. Based on documentation review and conversations with Ms. Harrison, she has not had the required food safety training within the last five years and has not taken a food safety training course within thirty days of being hired. Please see Commissioner's Memo CNU-16-028 as well as CNU-15-127 for further information on this federal requirement.

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Little Rock, AR
72201-1019
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ArkansasEd.gov

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Opportunity
Employer*

Corrective action required: Ms. Harrison must complete eight hours of food safety training prior to December 14, 2016. Please submit documentation of Ms. Harrison's completion of this food safety training to our office by December 22, 2016.

Suggestions: Food safety training may be obtained from several different resources. The Institute of Child Nutrition (www.theicn.org) has an eight hour online food safety training course that is acceptable for this requirement. In addition, the district's food vendors and the Arkansas Health Department may offer food safety training at certain times and locations.

2. Civil Rights:

Requirement: All district child nutrition personnel that interact with program applicants or participants must be trained annually regarding civil rights requirements in the federal child nutrition programs.

Findings: Based on documentation provided and interviews with child nutrition staff the district has not had civil rights training since the 2010-11 school year.

Corrective action required: All district personnel that interact with program applicants or participants must be trained in civil rights requirements. Provide a summary of the training provided as well as sign in sheets for all personnel in attendance to document the district has met this requirement by December 22, 2016.

Suggestions: Civil Rights was a topic of the Child Nutrition Directors' Conference on July 28, 2016. Ms. Harrison attended this conference and received information at that time that could be used in training district personnel.

3. Labeling of food items in storage:

Requirement: Food items received at the cafeteria must be labeled with the date the items were received in order to have effective first-in first-out (FIFO) inventory management.

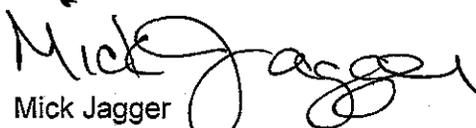
Findings: At Starr Elementary School it was observed the purchased food items in the dry storage, freezer and refrigerator were not labeled with the date the food item was received at the cafeteria.

Corrective action required: Please submit summary of training provided to Starr Elementary child nutrition staff regarding this important food safety procedure. Include sign-in sheets of personnel that attend the training. Provide this documentation to our office by December 22, 2016.

A Corrective Action Plan (CAP) with a description of how all deficiencies and items were corrected must be submitted to this office by December 22, 2016. After the CAP is submitted and accepted by ADE CNU a follow up visit may be scheduled to confirm the CAP has been implemented and the deficiencies corrected.

I appreciate your continuing interest and support for the Child Nutrition Program and if I can be of further assistance, please feel free to contact me at 501-324-9502.

Sincerely,



Mick Jagger
Area Specialist
Arkansas Department of Education, Child Nutrition

Cc: Georgia Harrison, Child Nutrition Director

Rock and Roll School District

#9 John Lennon Drive
Happy, Arkansas 99999

Child Nutrition Unit
2020 W. 3rd St. Suite 404
Little Rock, AR 72205

December 20, 2016

Mr. Mick Jagger, Area Specialist
Arkansas Department of Education
Child Nutrition Unit
2020 West Third, Suite 404
Little Rock, AR 72205

Dear Mr. Jagger:

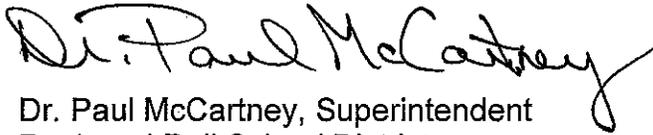
Based on your letter of November 15, 2016 regarding the Rock and Roll School District's Administrative Review findings and Corrective Action Plan requirements please accept the following:

1. Professional Standards:
Corrective action required: Ms. Harrison must complete eight hours of food safety training prior to December 14, 2016.
Corrective action submitted: Please see Attachment A, Certificate of Completion of eight (8) hour food safety training.
2. Civil Rights:
Corrective action required: All district personnel that interact with program applicants or participants must be trained in civil rights requirements. Provide a summary of the training provided as well as sign in sheets for all personnel in attendance to document the district has met this requirement by December 22, 2016.
Corrective action submitted: Please see Attachment B: summary of civil rights training and Attachment C: sign-in sheets for child nutrition staff members attending the civil rights training.
3. Labeling of food items in storage:
Corrective action required: Please submit summary of training provided to Starr Elementary child nutrition staff regarding date marking of food items when received at the cafeteria. Include sign-in sheets of personnel that attend the training. Provide this documentation to our office by December 22, 2016.

Corrective action submitted: Please see Attachment D: revised food receiving standard operating procedures; Attachment E: summary of staff training on food receiving standard operating procedures including date marking of food items received and Attachment F: sign-in sheets for child nutrition staff members attending the food receiving standard operating procedures training.

Please advise if further action is required.

Sincerely,

A handwritten signature in black ink that reads "Dr. Paul McCartney". The signature is written in a cursive style with a large, prominent "D" at the beginning.

Dr. Paul McCartney, Superintendent
Rock and Roll School District

Cc: Georgia Harrison, Child Nutrition Director

SAMPLE

Attachment A

CERTIFICATE of COMPLETION

THIS ACKNOWLEDGES THAT

Georgia Harrison

HAS SUCCESSFULLY COMPLETED THE

FOOD SAFETY IN SCHOOLS
Eight Hour Course

Jackson Browne, ICN Training Supervisor

Institute of Child Nutrition

DECEMBER 10,
2016

A Attachment B

Summary of Civil Rights Training on December 8, 2016

All cafeteria staff were required to attend a one hour workshop on Thursday, December 8th at 1:30 pm.

This Civil Rights Workshop included information provided at Directors' Conference presented by USDA.

The revised USDA Non-discrimination statement was distributed to all personnel, read and discussed.

Special Dietary Needs form was given to all personnel with discussion on procedures when student says they are allergic, etc. but do not have special diet form turned in.

Discussed confidentiality of student meal status.

SAMPLE

Attachment C

DOCUMENTATION OF CHILD NUTRITION TRAINING FOR STAFF

TITLE Civil Rights in Child Nutrition Programs DATE 12/8/16 LENGTH 1 hour

DESCRIPTION OF TRAINING USDA non-discrimination statement revised 2015,

Special Dietary Needs, Confidentiality

Sign in:

	NAME	TITLE	SCHOOL
1.	Georgia Harrison	CND	
2.	Matty Block	Mgr	High School
3.	Baker Johnson	cook	Starr
4.	Berly Smith	baker	Starr Elem
5.	Debra Moore	cook	Starr Elem.
6.	Cindy Slope	baker	Starr Elem.
7.	Sharon Guther	cooks	Starr Elem
8.	Mandy Phillips	Mgr.	Starr Elem
9.	Samantha Casper	cook	starr Elem.
10.	Anna Clark	Baker	starr Elem.
11.	Baker Smith	mgr	starr Elem.
12.	Cathy Munter	cook	Starr Elem.
13.	Dorothy Clarkson	Baker.	starr Elem.
14.	Shawna Jones	cook	Starr Elem.
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Attachment D

Standard Operating Procedures

Receiving Deliveries

PURPOSE: To ensure that all food is received fresh and safe when it enters the foodservice operation and to transfer food to proper storage as quickly as possible.

PROCEDURES:

1. If possible, schedule deliveries to arrive at designated times during operational hours.
2. Post the delivery schedule, including the names of vendors, days, and times of deliveries, and drivers' names.
3. Organize freezer and refrigeration space, loading docks, and store rooms before deliveries.
4. Gather product specification lists and purchase orders, temperature logs, calibrated thermometers, pens, flashlights, and clean loading carts before deliveries.
5. Keep receiving area clean and well lighted.
6. Do not touch ready-to-eat foods with bare hands.
7. Compare delivery invoice against products ordered and products delivered.
8. Transfer foods to their appropriate locations as quickly as possible.

MONITORING:

1. Be sure refrigerated foods are delivered in a refrigerated truck.
2. Confirm vendor name, day and time of delivery, as well as driver's identification before accepting delivery. If driver's name is different from what is indicated on the delivery schedule, contact the vendor immediately.
3. Check frozen foods to ensure that they are all frozen solid and show no sign of thawing and refreezing, such as the presence of large ice crystals or liquids on the bottom of cartons.
4. Check the temperature of refrigerated foods.
 - For fresh meat, fish, and poultry products, insert a clean and sanitized thermometer into the center of the product to ensure a temperature of 41°F or below.
 - The temperature of milk should be 41°F or below.
 - For packaged products, insert a food thermometer between two packages being careful not to puncture the wrapper. If the temperature exceeds 41°F, it may be necessary to take the internal temperature before accepting the product.
5. Check dates of milk, eggs, and other perishable goods to ensure safety and quality.
6. Check the integrity of food packaging.
7. Check the cleanliness of crates and other shipping containers before accepting products. Reject foods that are shipped in dirty crates.
8. As boxes are unloaded off the delivery truck into the food service area mark each box with the date the product was received.
 - a. Use the mm/dd/yy format
 - b. Write clearly with heavy marker so easy to read
 - c. May need to mark more than one side of box when placed into storage so the dates are easy to read without having to move boxes around
 - d. Use FIFO (first in first out) inventory control

CORRECTIVE ACTION:

Reject the following:

- Frozen foods with signs of previous thawing
- Cans that have signs of deterioration, such as swollen sides or ends, flawed seals or seams, dents, or rust
- Punctured packages
- Food with outdated expiration dates
- Foods that are out of safe temperature zone or deemed unacceptable by the established rejection policy.

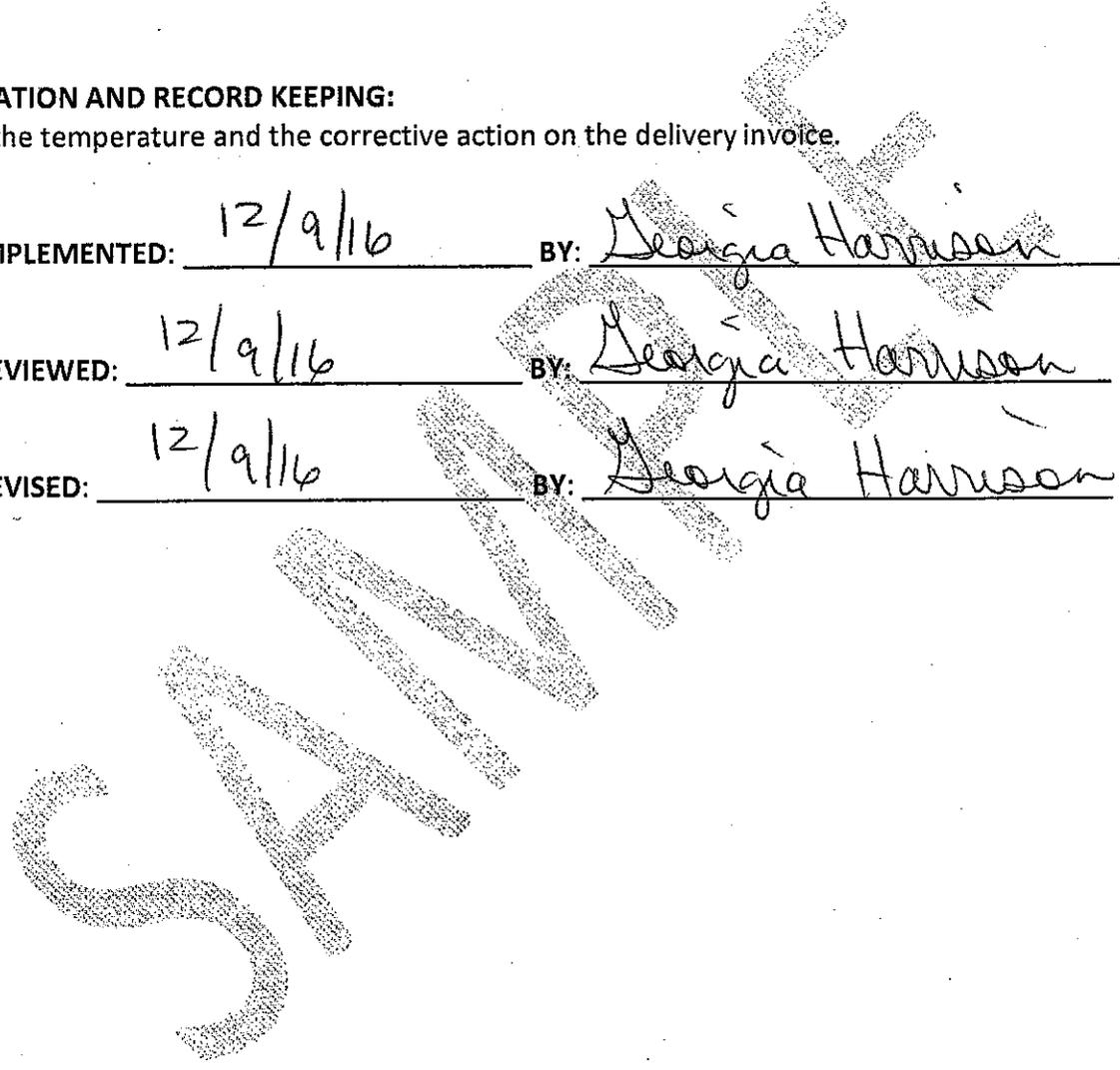
VERIFICATION AND RECORD KEEPING:

Record the temperature and the corrective action on the delivery invoice.

DATE IMPLEMENTED: 12/9/16 BY: Georgia Harrison

DATE REVIEWED: 12/9/16 BY: Georgia Harrison

DATE REVISED: 12/9/16 BY: Georgia Harrison



Attachment E

Summary of Food Receiving Training on December 9, 2016

All Starr Elementary cafeteria staff were required to attend a one hour workshop on Friday, December 9th at 1:30 pm.

The revised Standard Operating Procedures on food receiving was handed out to all Starr Elementary personnel.

Discussed the need to date mark all food items when delivered to cafeteria.

Discussed formatting of the date marking for example: 12/8/16 on end of each case and on each product when case is broken open and box taken out

Discussed date marking and labeling of leftover foods from serving line.

SAMPLE

Attachment F

DOCUMENTATION OF CHILD NUTRITION TRAINING FOR STAFF

TITLE Receiving of food items SOP

DATE 12/9/16

LENGTH 1 hour

DESCRIPTION OF TRAINING Standard Operating Procedures on Food Receiving

Starr Elementary School

Sign in:

	NAME	TITLE	SCHOOL
1.	Georgia Harrison	CND	Starr Elem
2.	Loranda Marline	CND	
3.	James Harrison	CND	
4.	Marinda Harrison	CND	
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