

DISCOVERY CHARTER SCHOOL-08006320 - Corrective Action Report (Detail)

Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	DISCOVERY CHARTER SCHOOL-08006320	108	04/04/2022	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Amy Martin 04/05/2022 09:35 AM CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:04 PM While Mrs. Grier will remain the Determining Official, Mr. Cretinon, our school principal, will be the Hearing Official. The change has been made on the SNEARS website, in the "Letter to Parents" section.				
	Flagged by Amy Martin 03/02/2022 11:45 AM The hearing official can not be a person involved with the application approval or the verification process. Tracy Grier is currently serving as both the Determining Official and the Hearing Official. This is considered a conflict of interest.				
	Explain, in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.				
Certification and Benefit Issuance	Certification and Benefit Issuance (Off-Site Assessment Tool) (100H)	DISCOVERY CHARTER SCHOOL-08006320	120	04/04/2022	CAP Accepted

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Section	Form Subsection	SFA/Site Name	Question #	Due Date	Status
<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 04/05/2022 09:36 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:02 PM</p> <p>A new procedure is now implemented by the school office. The family of new students are registered as paid lunch status until a completed lunch application is received and eligibility is determined.</p> <p>The new procedure has already been implemented for new students who enrolled at Discovery on February 28, 2022.</p>				
<p>Meal Counting and Claiming</p>	<p>Meal Counting and Claiming (Off-Site Assessment Tool) (300H)</p>	<p>DISCOVERY CHARTER SCHOOL-08006320</p>	<p>305</p>	<p>04/04/2022</p>	<p>CAP Accepted</p>

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	<p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:00 PM</p> <p>The school leader has proposed an updated policy regarding unpaid lunch bills to the board of Discovery Charter School. The policy will not deny meal services to the children nor provide alternate meals. The policy will address how the school will communicate to the parents and offer payment plans in order to make the best possible effort to collect debt.</p> <p>This policy will be presented for discussion during the March 2022 board meeting, and voted on either during the March or April 2022 board meeting depending on the discussion.</p> <p>The policy will be uploaded on the school website as soon as it is accepted by the board.</p> <p>The draft of the policy closely follows the sample policy offered by the NJSBA and offers a protocol to communicate with the parents of the children, as opposed to the children themselves.</p>				
<p>Meal Counting and Claiming</p>	<p>Meal Counting and Claiming (On-Site Assessment Tool) (314H)</p>	<p>DISCOVERY CHARTER SCHOOL-08006320</p>	<p>314</p>	<p>04/04/2022</p>	<p>CAP Accepted</p>

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 04/05/2022 09:35 AM</p> <p>CAP Accepted</p> <hr/> <p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:04 PM</p> <p>DCS uses Realtime software to collect and review meal applications. The application is accessed by a link in the parent portal of Realtime, prior to the start of school.</p> <p>An updated letter to the parents in addition to an email and text, is sent out with login information.</p> <p>In the pending and future school year(s) the date of notification will be coordinated with the school calendar.</p> <p>Discovery has been in communication with Ms. Bricker to get the current software application approved as soon as possible. She asked us to change the letter displayed on our Realtime online application as we were not displaying the letter matching the nutrition program currently in effect. We are waiting for our Parent Letter to be approved on SNEARS so we can update our online application with the appropriate Parent Letter.</p>				
	<p>Flagged by Amy Martin 03/02/2022 11:45 AM</p> <p>Application approval software systems must be identified by the SFA in the Letter to Parent section of the Annual SFA/NJDA Application packet. This software must not only be identified by the SFA, but the SFA is responsible for obtaining State Agency approval for use.</p> <p>As part of the Corrective Action, the SFA must update their Letter to Parent and submit the required information to our office for review (jacqueline.bricker@ag.nj.gov). The NJ Memo sent to all SFAs in July 2021, was sent via email to assist with the process.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>				
Civil Rights	Civil Rights (Off-Site Assessment Tool) (800H)	DISCOVERY CHARTER SCHOOL-08006320	806	04/04/2022	CAP Accepted

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Corrective Action History	<p>Corrective Action Plan: Accepted by Amy Martin 04/05/2022 09:36 AM</p> <p>CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:02 PM</p> <p>Civil rights training will be provided to all members of the nutrition team during our staff week schedule the week before school starts in September.</p> <p>The training will include Civil Rights for School Nutrition Program Professionals webinar and a review of the Civil Rights Self-Study Guide found in SNEARS.</p> <p>A record of the attendance of the nutrition team will be kept as well as a report of any questions left to answer.</p>				
Corrective Action History	<p>Flagged by Amy Martin 03/02/2022 11:45 AM</p> <p>Civil Rights training must be provided on an annual basis by September 30th to all frontline staff and those employees who supervise frontline staff. This was outlined in the NJ Back to School Reminders for School Year 2021-2022 Memo dated September 13, 2021 as well as Certified as part of the Annual Application packet (SNP Attestations). "Frontline staff" are defined as all employees who interact with Child Nutrition program applicants or participants. Acceptable training methods include the recently updated Civil Rights for School Nutrition Program Professionals webinar and the Civil Rights Self-Study Guide found in SNEARS. The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered.</p> <p>Training was completed in February 2022 for all frontline staff.</p> <p>Explain, in detail, the measures taken to ensure that training will be completed prior to the deadline in subsequent years.</p>				
	Professional Standards	Professional Standards (Off-Site Assessment Tool) (1200H)	DISCOVERY CHARTER SCHOOL-08006320	1206	04/04/2022
Corrective Action History	<p>Corrective Action Plan: Removed by Amy Martin 02/08/2022 11:36 AM</p> <p>CAP Removed</p>				
	<p>Flagged by Tracy Grier 11/16/2021 05:14 PM</p>				
Reporting and Recordkeeping	Reporting and Recordkeeping (On-Site Assessment Tool) (1500H)	DISCOVERY CHARTER SCHOOL-08006320	1500	04/04/2022	CAP Accepted

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<p>Corrective Action History</p>	<p>Corrective Action Plan: Accepted by Amy Martin 04/05/2022 09:35 AM CAP Accepted</p>				
	<p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:01 PM</p> <p>The Civil Right Compliance form will be completed during the staff week prior to the beginning of a new school year.</p> <p>A reminder has been placed on the administrative team calendar to ensure this is done in a timely fashion.</p> <p>Similarly, the Nutrition Team will work on the Annual Application packet over the summer and make sure that it is submitted before September 15. A reminder is also placed on our calendar.</p>				
	<p>Flagged by Amy Martin 03/02/2022 11:45 AM</p> <p>SFA must submit reports to the State Agency and complete required forms by the State Agency deadlines.</p> <p>Civil Rights Compliance form (form 86) must be completed annually by October 15th. For SY 21-22, this form was completed, but not by the October 15th deadline.</p> <p>The Annual Application packet/contract must be completed and approved annually by September 30th. For SY 21-22, this was no submitted until well into October.</p> <p>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.</p>				
<p>Meal Components and Quantities - Review Period</p>	<p>Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)</p>	<p>DISCOVERY CHARTER SCHOOL-3251</p>	<p>409</p>	<p>04/04/2022</p>	<p>CAP Accepted</p>
	<p>Corrective Action Plan: Accepted by Amy Martin 04/26/2022 01:31 PM CAP Accepted</p> <p>Corrective Action Plan: Submitted by Tracy Grier 04/07/2022 03:05 PM</p> <p>Date of implementation was February 18, 2022.</p>				

DISCOVERY CHARTER SCHOOL-08006320 - Corrective Action Report (Detail)

Corrective Action History	<p>Corrective Action Plan: Rejected by Amy Martin 04/05/2022 09:37 AM</p> <p>provide date of implementation</p>
	<p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:00 PM</p> <p>The nutrition team is meeting on a weekly basis to review all recipes, and prepare production records for meals to be served the following week. They are compiling the recipes, production records, food labels, child nutrition labels, manufacturer product formulation statements, and USDA Foods Information Sheets.</p> <p>Based on information provided by Ms. Martin prior to the exit interview, the menus for breakfast were adjusted to include a full cup of fruit for breakfast.</p> <p>The team is using a chart compiling all the nutrition provided by all breakfast and lunches over the week to ensure it meets the daily and weekly requirements.</p>
	<p>Flagged by Amy Martin 03/02/2022 11:45 AM</p> <p>At breakfast and lunch, all required meal components must be offered to students daily. When planning menus, the SFA must make sure that all 5 components of the reimbursable lunch, in minimum daily and weekly requirements, are offered. Daily production records and supporting documentation (including but not limited to standardized recipes, food labels, CN Labels, manufacturer product formulation statements, USDA Foods Information Sheets, etc.) must be used to make sure menus are in compliance with the meal pattern.</p> <p>At lunch on Wednesday of the review week, 1/26/22, the fruit component was not offered or served to students. In addition, once it became evident that Performance Standard 2 (PS2) issues were not corrected from the previous AR (2015-2016), production records (PR) for the 2021-2022 SY were reviewed. On multiple days, missing meal components were noted.</p> <p>It should be noted, that the SFA was contacted prior to the release of the Corrective Action in an effort to correct deficiencies ASAP. As per our discussions, trainings are available in SNEARS on a plethora of topics, including but not limited to, completion of production records, crediting meal components, and meal pattern requirements.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>

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Meal Components and Quantities - Review Period	Meal Components and Quantities - Review Period (On-Site Assessment Tool - Site) (409H)	DISCOVERY CHARTER SCHOOL-3251	410	04/04/2022	CAP Accepted
	Corrective Action Plan: Accepted by Amy Martin 04/26/2022 01:31 PM CAP Accepted				
	Corrective Action Plan: Submitted by Tracy Grier 04/07/2022 03:06 PM Date of implementation was February 18, 2022				
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	<p>Corrective Action Plan: Submitted by Tracy Grier 03/30/2022 03:01 PM</p> <p>Breakfast menus have been revised to include a full cup of fruit every day. We have also revised the amount of grain and made sure that at least half of the grain contributions are Whole Grain Rich (we switch to 7-grain bagels, whole wheat rolls, and whole wheat muffins, we also switch to exclusively purchase WGR cereals such as Cheerios).</p> <p>We have also reviewed our lunch menus to include enough vegetables and make sure the grain contributions are WGR to at least half.</p> <p>We have rewritten our recipes and used the product information sheets and the reference information from the DOA to calculate accurate contributions of the recipes to the meals.</p> <p>The nutrition team is for the time being meeting on a weekly basis to review the recipes and production records as well as collecting the product information sheets and child nutrition facts for the food used in the preparation of the following week's meals.</p> <p>We are using a weekly chart to compile the contributions of all breakfast and lunch to comply with the nutritional requirements.</p> <p>We have communicated with Ms. Martin to get feedback on these menus and production records so that we can correct any left-over issue immediately.</p>
	<p>Flagged by Amy Martin 03/02/2022 11:45 AM</p> <p>At breakfast and lunch portion sizes planned for each component must meet both daily and weekly minimum requirements for each appropriate grade group. When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture's Form web site for specific component and minimum quantity requirements.</p> <p>For the review week, at breakfast and lunch many Performance Standard 2 (PS2) repeat violations were present:</p> <p>Breakfast:</p> <p>1) Food Quantities:</p> <p>Fruit: SFA only served 1/2 cup of fruit each day. The meal pattern for K-8 age/grade grouping is 1 cup of fruit per day. In addition, juice exceeded 50% of the fruit component allowance.</p>

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Corrective Action History

Grains: Monday 1/24/22, grain component was not met for K-8 age/grade grouping

2) **Whole Grain Rich (WGR)**-bagel, blueberry muffins (served two days), and cereal served during the review week were not WGR.

3) At breakfast, production records (PR) must document that both daily and weekly minimum quantities for each component are served. In addition, the PR must show how the meals offered contribute to the required food components and food quantities for each age/grade group.

Lunch:

1)**Vegetable subgroups**-not met on the review week

2) **WGR:** rice and hero roll served during the review week were not WGR

3)At lunch, production records (PR) must document that both daily and weekly minimum quantities for each component are offered. In addition, the PR must show how the meals served contribute to the required food components and food quantities for each age/grade group

4)4) Standardized recipes, including instructions, must be developed and followed. A standardized recipe is a recipe that was tested to provide an established yield and quantity using the same ingredients for both measurement and preparation methods.

As stated above, once it became evident that Performance Standard 2 (PS2) issues were not corrected from the previous AR (2015-2016), production records (PR) for the 2021-2022 SY were reviewed. PS2 violations were identified as systemic issues and meals disallowed.

Breakfast:

REVIEW MONTH (JAN 2022): 941 Meals disallowed due to insufficient quantities REVIEW WEEK (RW): 355 of these were during the RW

DEC 2021: 1540 Meals disallowed due to insufficient quantities

NOV 2021: 1490 Meals disallowed due to insufficient quantities

OCT 2021: 1693 Meals disallowed due to insufficient quantities

SEPT 2021: 1714 Meals disallowed due to insufficient quantities

TOTAL BREAKFAST MEALS DISALLOWED: 7378

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	<p>Lunch</p> <p>1)Vegetable subgroups-not met on the review week as well as multiple weeks dating back to September 2021</p> <p>2) WGR: rice and hero roll served during the review week were not WGR.</p> <p>Food Quantities: listed in #15 due to quantity of zero (missing)</p> <p>REVIEW MONTH (JAN 2022): Meals disallowed due to insufficient quantities:385 MISSING VEG SUB GROUPS: 93</p> <p>DEC 2021: Meals disallowed due to insufficient quantities: 408 MISSING VEG SUBGROUPS: 208</p> <p>NOV 2021: Meals disallowed due to insufficient quantities: 614 MISSING VEG SUBGROUPS: 99</p> <p>OCT 2021: Meals disallowed due to insufficient quantities: 591 MISSING VEG SUBGROUPS: 296</p> <p>SEPT 2021: Meals disallowed due to insufficient quantities: 581 MISSING VEG SUBGROUPS: 187</p> <p>TOTAL LUNCH MEALS DISALLOWED DUE TO INSUFFICIENT QUANTITIES: 2579</p> <p>TOTAL LUNCH MEALS DISALLOWED DUE TO MISSING VEG SUBGROUPS: 883</p> <p>TOTAL LUNCHESES DISALLOWED: 3462</p> <p>*note that for for weeks in which veg subgroups were missing, Wednesday's meals of the review week were taken back. If Wednesday was already disallowed due to insufficient quantities of a meal component (including zero), we did not disallow additional meals for the week.</p> <p>It should be noted, that the SFA was contacted prior to the release of the Corrective Action to correct deficiencies ASAP. As per our discussions, trainings are available in SNEARS on a plethora of topics, including but not limited to, completion of production records, standardized recipes, crediting meal components, and meal pattern requirements. An email was sent today, March 2, 2022, that included links and forms to assist in meeting the meal pattern requirements. Once again, these issues are corrected appropriately and still evident on the next AR, fiscal action will continue to be assessed and SFA will be at risk for "turned off" the Performance-based additional funding provided by the HHFKA.</p> <p>Explain in detail, how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</p>
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Report Selections

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