

MAGNOLIA BD OF ED-00702890 - Corrective Action Report

Form Name	Section	Form subsection	Site Name	Question #	Due Date	Status	
Off-Site Assessment Tool	Off-Site Assessment Tool	Verification (200 - 204)		202	05/18/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 12:44 PM	CAP Accepted			
			CAP Submitted WARREN PROSS 04/30/2018 03:05 PM	The Confirming Official has always been either the Front Office Secretary or the Superintendent's Assistant. I had them signing in the wrong place.			
			Flagged Lea Berry 04/18/2018 09:55 AM	The confirming official must be an individual who did not make the original eligibility determination on the applications. The confirming official can't be the computer system. A confirmation review was not conducted. Each application selected for verification must have a confirmation review to ensure the initial determination was correct prior to notifying households. 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.			
Off-Site Assessment Tool	Off-Site Assessment Tool	Revenue from Nonprogram Foods (710)		710	05/21/2018	CAP Accepted	
Corrective Action History			CAP Accepted Lisa Garland 05/16/2018 01:40 PM	CAP Accepted			
			CAP Submitted GREG GONTOWSKI 05/16/2018 01:40 PM	Going forward the school district will properly complete the non program food revenue tool annually. We will ensure that the non program revenue tool will match the figures to our exhibit B-5 and include all of its non food program revenues and costs and its calculation. This will be monitored by Greg Gontowski, Business Administrator beginning September 2018.			
			Flagged Lisa Garland 05/14/2018 10:10 AM	Finding: Revenue from Non-program Foods The Non Program Food Revenue Tool did NOT match the figures to the SFA's Exhibit B-5 Statement of Revenues, Expenses and Changes In Fund Net Position & did NOT include all of its non-program revenues and costs in its calculation. Please review the NPFRT webinar in SNEARS on the proper completion of the tool: Under Resources, Training, NPFRT Webinar June 2015.			
Off-Site Assessment Tool	Off-Site Assessment Tool	SFA On-Site Monitoring (900)		900		CAP Removed	
Corrective Action History			CAP Removed Lea Berry 04/18/2018 09:49 AM	CAP Removed			
			Flagged Lea Berry 04/12/2018 12:53 PM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast and lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) must be used. 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.			

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Off-Site Assessment Tool	Off-Site Assessment Tool	Local School Wellness (1000 - 1006)		1005	05/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 12:41 PM	CAP Accepted		
			CAP Submitted WARREN PROSS 05/02/2018 08:15 AM	The Wellness Policy Assessment Tool was presented by Mr. Paul Sorrentino at the May 1, 2018 Board of Education Meeting. The Assessment tool is on the Magnolia Schools website at www.magnoliaschools.org under the lunch tab.		
			Flagged Lea Berry 04/18/2018 10:19 AM	The assessment of the local wellness policy was not completed. The assessment needs to be completed and made available to the public.		
Off-Site Assessment Tool	Off-Site Assessment Tool	School Breakfast and Summer Food Service Program Outreach (1600 - 1601)		1601	05/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 12:43 PM	CAP Accepted		
			CAP Submitted WARREN PROSS 04/30/2018 02:52 PM	The Summer Meal Promotional Flyer have been uploaded to our school website. They can be found on www.magnoliaschools.org at the School Lunch Tab.		
			Flagged Lea Berry 04/18/2018 10:23 AM	SFA must inform eligible families about the availability and location of free meals for students through the Summer Food Service Program. The following link can be used to download a brochure from USDA that can be sent to households or posted on the SFA's web site: http://www.fns.usda.gov/sites/default/files/SFSP_Promotional_Flyer.pdf . 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.		
On-Site Assessment Tool	On-Site Assessment Tool	Verification (207 - 215)		211	05/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 05/25/2018 12:40 PM	CAP Accepted		
			CAP Submitted WARREN PROSS 04/30/2018 01:47 PM	The non-discrimination statement from form 236 was added to the verification notification letter and to all letters. It will be used from this day forward.		
			Flagged Lea Berry 04/18/2018 09:51 AM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). The non-discrimination statement is not correct. Lunch time needs to update the non-discrimination statement. Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.		
On-Site Assessment Tool	On-Site Assessment Tool	Civil Rights (809 - 810)		810	05/18/2018	CAP Accepted

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Corrective Action History			CAP Accepted Lea Berry 05/25/2018 12:41 PM	CAP Accepted		
			CAP Submitted WARREN PROSS 04/30/2018 02:45 PM	The Non-Discrimination Statement has been corrected on on letters in the Lunchtime Program. Attached is a sample. We also have the USDA Non-Discrimination Statement on Magnolia's web page. It is located in the Home Page. www.magnoliaschools.org		
			Flagged Lea Berry 04/18/2018 09:51 AM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . 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.		
On-Site Assessment Tool - Site	On-Site Assessment Tool - Site	SFA On-Site Monitoring (901 - 903)	MAGNOLIA	901	05/18/2018	CAP Accepted
Corrective Action History			CAP Accepted Lea Berry 04/18/2018 09:57 AM	CAP Accepted		
			CAP Submitted REBECCA LEADBEATER 04/18/2018 09:55 AM	On Site review for breakfast and lunch was done on 4/17/18 Going forward they will be done on time.		
			Flagged Lea Berry 04/18/2018 09:50 AM	All SFAs must conduct an on-site accountability review of breakfast and lunch prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. 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.		