



# Illinois State Board of Education

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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

January 25, 2017

Agreement No.  
33-066-4040-26

Scott Petrie  
Mercer County School District 404  
1002 SW 6th Street  
Aledo, Illinois 61231

Dear Mr. Petrie:

Enclosed is the report of the School Nutrition Programs administrative review conducted on November 21 through 23, 2016. The report identifies the problems cited during the review and the corrective action recommended.

***A corrective action plan to the review report must be received in our office by February 24, 2017.*** This response must detail the specific actions taken to correct any problems cited and must be signed by the appropriate school official.

Technical assistance materials and/or training opportunities may be available to assist in correcting problems identified in the review. The cooperation of personnel during the visit was appreciated. If you have questions regarding your review, please contact Cheryl Williams at [chewilli@isbe.net](mailto:chewilli@isbe.net). For all other program questions, please contact our office at 800/545-7892.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark R. Haller".

Mark R. Haller, SNS  
Division Administrator  
Nutrition and Wellness Programs

Enclosure

cc: File

## **SCHOOL NUTRITION PROGRAMS**

### **ADMINISTRATIVE REVIEW REPORT**

This report summarizes the results of the administrative review of the School Nutrition Programs sponsored by Mercer County School District 404, Agreement #33-066-4040-26, conducted on November 21 through 23, 2016, by Cheryl Williams, Principal Consultant.

The results of the review were discussed at an exit conference on November 22, 2016 with Stefanie Carey.

Mercer County Junior High School was visited during this review.

The purpose of the review was to monitor the school food authority's compliance with the federal and state program regulations. The following areas of program compliance were evaluated:

- Certification and Benefit Issuance
- Verification
- Meal Counting and Claiming
- Meal Components and Quantities
- Offer Versus Serve
- Dietary Specifications and Nutrient Analysis
- Civil Rights
- On-Site Monitoring
- Local School Wellness Policy
- Smart Snacks
- Professional Standards
- Water
- Food Safety
- Reporting and Recordkeeping
- Outreach
- Afterschool Snack

During the review, technical assistance was provided in:

- Meal Components and Quantities
- Dietary Specifications and Quantities
- Food Safety

## **Mercer County Junior High School**

As a result of the review at Mercer County Junior High School on November 21, 2016 the following problems were identified. All other areas were found to be in compliance.

### **Meal Components and Quantities –Selected Week October 3 – 7, 2016**

The weekly minimum meat/meat alternate ounce equivalents were not offered at lunch. Menus must contain a minimum of nine meat/meat alternate ounce equivalents per week for grades 6-8.

### **Food Safety**

A copy of the most recent health inspection was not posted. The site must post a copy of the most recent health inspection in a prominent viewing area.