



# Illinois State Board of Education

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James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

January 11, 2017

Agreement No.  
48-072-0690-02

Dennis McNamara  
Pleasant Hill School District 69  
3717 West Malone Street  
Peoria, Illinois 61605

Dear Mr. McNamara:

Enclosed is the report of the School Nutrition Programs administrative review conducted on November 9 and 10, 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 10, 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 Tim Folger at [tfolger@isbe.net](mailto:tfolger@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 Pleasant Hill School District 69, Agreement #48-072-0690-02, conducted on November 9 and 10, 2016, by Tim Folger, Principal Consultant.

The results of the review were discussed at an exit conference on November 10, 2016, with Kitty Joos, Bookkeeper.

Pleasant Hill School District 69 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
- Fresh Fruit and Vegetable Program

During the review, technical assistance was provided in the following areas:

- Meal Components and Quantities
- Outreach

## **Pleasant Hill Elementary School**

As a result of the review at Pleasant Hill Elementary School on November 9 and 10, 2016, the following problems were identified. All other areas were found to be in compliance.

### **Production Records/Standardized Recipes**

Production records do not contain the required information for the selected week. The specific fruit served was not included. Production records must accurately reflect the specific foods/condiments used.

### **Outreach**

Households have not been notified of the availability of the Summer Food Service Program. Outreach to households regarding the Summer Food Service Program must occur before the end of the school year.