

**SNP Administrative Review Findings****Scott County School Dist #2 (7255)****Program Year 2022****Scott County School Dist #2 (7255)**

375 East McClain Avenue  
Scottsburg, IN 47170-1748

**Food Service Contact**

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**Executive Contact**

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No. of Sites / Reviewed: 6 / 2

Month of Review: February 2022

**Commendations**

- \* It should be noted that the food service staff has done a nice job continuing to manage the NSLP, particularly with all of the challenges occurring during the pandemic. The kitchens workspaces and storage areas were very clean at Lexington Elementary and Vienna Finley Elementary. It is obvious that the foodservice staff cooperate well with students and each other. The serving lines were decorated for the season for the students to enjoy as they pick up their meal. Fresh vegetables were available for the students to select as well as the traditional vegetables that were served on the trays.

**Technical Assistance**

- \* Production records are being kept at both schools reviewed, except they are not complete. This was discussed with both cafeteria managers and the Food Service Director (FSD). The State Agency's website has training and examples of production records.
- \* Some entrees were missing the product formulation statement or the CN label at the time of the review. The FSD was able to get the information from vendors before the review was finished. The reviewer suggested that the FSD should keep a notebook of all current entrees with the CN label or product formulation statement for proof of how much and which components the food item credits for the NSLP or SBP. Each kitchen should have this notebook as well.
- \* The kitchens should have standardized recipes for food items with more than one ingredient. The reviewer discussed the importance of standardized recipes with the cafeteria managers and the FSD. USDA has school recipes that may be used to help standardized their own recipes.
- \* Although the food service staff has completed the total hours needed for each position, the FSD should be tracking this by using the USDA tool, IDOE tool, or set up a spreadsheet to make it easier to track the number of hours, date of completion, and topic for each person. Certificates or some proof of the training still is necessary. The State Agency's website has the tools listed under the heading of professional hours. This was discussed with the FSD during the onsite review.
- \* Temperatures were taken on the day of the review and for the month of March at Vienna-Finley, but when the month is over the cafeteria manager throws out the papers that she was recording the temperatures. The cafeteria manager confirmed that she will start recording the temperatures on the production records, so another piece of paper isn't needed. Temperature logs must be retained for a minimum of 6 months. Since production records must be kept a minimum of 3 years plus the current year, if the temps are recorded on the production records this requirement will be met.

**No Findings during Review**



**SNP Administrative Review Findings**

**Scott County School Dist #2 (7255)**

*Program Year 2022*

**Lexington Elementary (7637)**

375 East McClain Avenue  
Scottsburg, IN 47170-1748

**Food Service Contact**

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Month of Review: February 2022

Date of Onsite Review: March 29, 2022

**No Findings during Site 7637 Review**



**SNP Administrative Review Findings**

**Scott County School Dist #2 (7255)**

*Program Year 2022*

**Vienna-Finley Elementary (7653)**

375 East McClain Avenue  
Scottsburg, IN 47170-1748

**Food Service Contact**

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Month of Review: February 2022

Date of Onsite Review: March 30, 2022

**No Findings during Site 7653 Review**