



**SNP Administrative Review Findings**  
*Program Year 2024*

**Shelby Eastern Schools (7285)**

**Shelby Eastern Schools (7285)**

2451 North 600 East  
Shelbyville, IN 46176-9113

**Food Service Contact**

Mrs. Chris Scott  
Corporation Treasurer  
(765) 544-2246  
cscott@ses.k12.in.us  
FSMC: Chartwells

**Executive Contact**

Dr. Todd Hitchcock  
Superintendent  
(765) 544-2246  
thitchcock@ses.k12.in.us

No. of Sites / Reviewed: 4 / 1  
Month of Review: February 2024

**Commendations**

- \* The office and food service staff were prepared and organized for the Administrative Review.

**Technical Assistance**

- \* Fresh whole fruit is often served to the elementary students, which is nice, but most of these students are not eating it and putting it on a share table. Cutting the fruit into sections might make it easier for them to eat it.

**Verification - Shelby Eastern Schools (7285)**

215. SFA completed verification by November 15

**Finding 9048: Verification not completed by November 15.**

The SFA did not complete its Verification process prior to November 15. The SFA did not have an extension approved by the SA, allowing the SFA to complete its Verification process by December 15.

**Corrective Action:**

The verification process was completed, but it was past the deadline date. The FSD and SFA understand that the verification is to be completed by November 15. **No further action is needed.**

**Technical Assistance:**

Technical assistance was provided with the link for SNP calendar of due dates.



**SNP Administrative Review Findings**  
*Program Year 2024*

**Shelby Eastern Schools (7285)**

**Morristown Elementary School (7663) Food Service Contact**  
2451 North 600 East  
Shelbyville, IN 46176-9113  
Mr. Michael Gosnell  
Kitchen Manager  
(765) 544-2246

Month of Review: February 2024  
Date of Onsite Review: March 27, 2024

**Meal Components & Quantities - Morristown Elementary School (7663)**

410. *Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9076: Planned menus served during review month do not meet portion size/quantity requirements.**

Productions records were reviewed for the review period to determine whether the portion sizes of meal components from the menu planned and served during the review period, meet the minimum meal pattern requirements for the age/grade group K-5 being served. One day an insufficient portion size for the fruit component was served at breakfast.

**Corrective Action:**

The menu was corrected by offering one cup of fruit for breakfast and the food service director spoke with the manager regarding the mistake. **If implemented as discussed, no further action is needed.**

**Technical Assistance:**

The school was provided technical assistance during the on-site visit. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

**General Program Compliance - Morristown Elementary School (7663)**

901. *On-site monitoring review(s) were completed prior to February 1*

**Finding 9103: On-site review of the school's meal counting and claiming procedures was not completed prior to February 1.**

The SFA did not conduct an on-site review of the school's meal counting and claiming procedure prior to February 1 of the current Program Year. The on-site review occurred after February 1 without SA approval of an extension.

**Corrective Action:**

The on-site monitoring was completed for breakfast and lunch on February 15, 2024. As a reminder, the link for SCN Calendar for important dates for specific SCN tasks should be bookmarked and referred to often.

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqaoLw/edit> **If this resource is used for meeting all program requirements, no additional corrective action is necessary.**

**Technical Assistance:**

Technical assistance was provided with the link of the calendar due date of important dates for the SCN program.