

**SNP Administrative Review Findings**

**St Michael School (K073)**

*Program Year 2024*

**St Michael School (K073)**

275 High St  
Brookville, IN 47012-2414

**Food Service Contact**

Mrs. Paula Sizemore  
Cafeteria Manager  
(765) 647-4961  
psizemore@smsbrookville.org

**Executive Contact**

Mr. Chad Moeller  
Principal  
(765) 647-5462  
cmoeller@smsbrookville.org

No. of Sites / Reviewed: 1 / 1  
Month of Review: November 2023

**Commendations**

- \* The Foodservice Director and Business Manager attended the Administrative Review training at Batesville and the results of the review reflected this. The staff was prepared and organized for the review. The serving line looked colorful with the daily fresh vegetable choices.

**Verification - St Michael School (K073)**

208. *Documentation demonstrates a confirmation review was conducted and required procedures were followed*

**Finding 9037: Confirmation review not conducted as required.**

Documentation demonstrating that a confirmation review took place was not on file at the SFA.

**Corrective Action:**

During the onsite review, the principal checked the application and signed for the confirmation review. **No further action is needed and by completing this action the principal understands the confirmation official's role.**

**Technical Assistance:**

Technical assistance was provided.

**SNP Administrative Review Findings**

**St Michael School (K073)**

*Program Year 2024*

**St. Michael School (B095)**

275 High St  
Brookville, IN 47012-2414

**Food Service Contact**

Mrs. Paula Sizemore  
Cafeteria Manager  
(765) 647-4961

Month of Review: November 2023

Date of Onsite Review: December 14, 2023

**General Program Compliance - St. Michael School (B095)**

*1409. On-site or off-site storage violations were observed*

**Finding 9150: Storage violations were observed.**

There were boxes of food in the freezer stored directly on the floor. All food should be stored at least 6 inches off the floor.

**Corrective Action:**

The Food service director corrected the issue during the on-site review. **No further action is needed.**

**Technical Assistance:**

Technical assistance was provided.