



February 21, 2025

Mr. Scott Davis Superintendent  
Kootenai School District #274  
13030 E O'Gara Rd  
Harrison, ID 83833

Dear Superintendent Scott Davis,

On December 3, 2024 Idaho Department of Education contractor CN Resource (CNR) conducted an Administrative Review (AR) of Kootenai School District for the following United States Department of Agriculture (USDA) programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- USDA Foods

The site reviewed was Kootenai Schools.

The State agency (SA) would like to commend Audrey Anderson and the entire staff of Kootenai School District for their hard work operating the school nutrition programs.

## **OVERVIEW**

The Richard B. Russell National School Lunch Act, amended by the addition of Section 201 to the Healthy Hunger Free Kids Act of 2010, requires a unified accountability system designed to ensure that participating school food authorities (SFA) comply with USDA requirements. The objectives of the AR are to:

- Determine whether the SFA meets program requirements
- Provide technical assistance
- Secure any needed corrective action
- Assess fiscal action and, when applicable, recover improperly paid funds

## **REVIEW FREQUENCY AND SCOPE OF REVIEW**

The Healthy Hunger-Free Kids Act mandates state agencies conduct an AR a minimum of one time during a three-year cycle, however Idaho has received a waiver to conduct reviews on an alternate schedule to evaluate Critical and General Areas of Review, including:

- Performance Standard 1: Meal Access and Reimbursement
- Performance Standard 2: Meal Pattern and Nutritional Quality

- General Areas of Review: Resource Management, Food Safety, Local School Wellness Policy, Smart Snacks, Civil Rights, Buy American, Professional Standards, and other areas of general program compliance.

These were the SA determined findings and the SFA response to the findings:

## FINDINGS AND CORRECTIVE ACTION PLAN (CAP)

### Finding 1 – Meal Components and Quantities - Lunch

For the week of menu review, the K-5, 6-8 & 9-12 lunch menu did not meet the minimum ½ cup weekly requirement for the beans/peas/lentil’s vegetable subgroup.

#### CAP:

1. Provide a written statement in the Corrective Action Response box to describe the specific changes made to the menu, to correct all menu review findings and bring the menu into compliance.
2. Submit supporting documentation to demonstrate that the menu findings listed are now corrected. This documentation may include menus, production records, nutrition facts labels, Child Nutrition (CN) labels, and recipes. Reference the menu review results report for specific details and suggestions to bring the menu into compliance.
3. Submit the position title(s) of the School Food Authority representative(s) that will oversee this area and ensure future compliance.

**Due Date:** December 23, 2024; Completed December 12, 2024

**Response:** The SFA uploaded a modified recipe for the Mexican Black Beans that added an additional #10 can of black beans. The updated recipe now provides the ½ cup weekly minimum requirement for the beans/peas/lentil’s vegetable subgroup.

## COMMENDATIONS

- The Food Service Director and her team work well together in a supportive manner to adhere to program regulations and maintain program participation.
- The cafeteria was decorated with student artwork themed "Don't waste food!"
- The students and staff demonstrated respect and friendliness.

## TECHNICAL ASSISTANCE (TA)

### Certification and Benefit Issuance

- The hearing official does not match the name and title of hearing official in the notification of denied benefits and the annual application. The hearing official on the notification letters is the Determining Official instead of the Superintendent. Please update the information on the notification letters.

**Debbie Critchfield, Superintendent of Public Instruction**

**(208) 332-6800 | 650 W. State St., Boise, ID 83702 | [sde.idaho.gov](http://sde.idaho.gov)**

## Meal Components and Quantities

- Independent contractor CN Resource completed the menu review and provided the following TA:
  - The Child Nutrition (CN) numbers for the chicken nuggets and chicken quesadilla were verified as active on the CN Label Verification report.
  - The Nutrition Facts Label for the animal crackers was from 2018. Obtain a more current Nutrition Facts Label for this item.
  - A standardized recipe is a recipe that has been carefully adapted and tested to ensure that it will produce a consistent product each time it is prepared.
  - The recipe for Mexican black beans needs standardization. The recipe yield is 70 –  $\frac{3}{4}$  c servings or 52.5 cups. However, the ingredient amounts do not total 52.5 cups; there appears to be only 39 total cups which yields 52 –  $\frac{3}{4}$  cup servings, which is not enough for 70 –  $\frac{3}{4}$  cup servings. Change the recipe yield to 52 or increase the ingredients by 135% to produce 70 –  $\frac{3}{4}$  cup servings.
    - 3 #10 cans, drained black beans = 27.75 cups
    - $\frac{3}{4}$  #10 can, salsa = 9.25 cups
    - 2 cups, corn

## Professional Standards

- All required fields are not on the training tracker, but they are included on certificates, agendas, and sign-in sheets.

## FISCAL ACTION

There is no fiscal action resulting from this review.

## YOUR REVIEW IS NOW CLOSED

If you wish to discuss any of these findings, please contact me at (208) 332-6820.

Thank you for your continued support of the Child Nutrition Programs.

Sincerely,

*Jessica Medrano*

Jessica Medrano  
NSLP Coordinator

cc: Lynda Westphal, MHS, SNS, Director, Idaho Child Nutrition Programs  
Audrey Anderson, Child Nutrition Director, Kootenai S.D

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