

Browning Public Schools  
OPI SFSP Site Visit Summary

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Places and Facilities Visited: Old Low Rent bus location, 11:22 a - 11:55 a

Date of Visit: 7/7/2026, 9:30 a - 2:30 p

In attendance: Sydney Dickinson (OPI), Zita Ottersbach (Food Service Director), Teri DeRoche  
(Administrative Assistant)

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Overview of visit: OPI conducted an on-site review to assess compliance with the Summer Food Service Program (SFSP), operated by Browning Public Schools Food Service Program. The review included evaluation of meal counting and reimbursement claiming procedures, review of required documentation, and observation of the Old Low Rent bus site, which included conversations with site staff regarding program operations.

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OPI Review Exit Interview notes:

**Findings of note:**

- Outdated procurement policy
  - Sydney sending updated template, needs board approval
- Training for Food Service Director
  - OPI will send materials and links (civil rights training, SFSP training)
- Counts and claims: BES slightly under counts, Low Rent slightly over counts
  - Zita has correct counts, will update in MAPS once access is gained, exact numbers will also be verified by Sydney and sent to Zita.

**Potential Findings:**

- Update application with correct meal service times, ex: Old Low Rent during site visit 7/7/26, bus operated from 11:15 a - 11:50 a in Old Low Rent area.
  - If those time are accurate, update application with correct service times,

**To Do:**

- Obtain revenue and expenditure reports, Sandy
- SFSP adult meal payment records, Sandy
- Day-of-Review counts for 7/6 & 7/7 for Old Low Rent, Zita

**OPI will send:**

*Report prepared by: Zita Ottersbach, Food Service Director, BPS  
07/07/2026*

- Sydney and Zita to work on updating school nutrition application information to reflect Zita as new point of contact
  - Duplicate in the SFSP application
    - Update correct service times in application
- Sydney will send 8210 Procurement Policy template
- Sydney will send 2510 School Wellness Policy template
- Sydney will send resources for corrective actions for the findings of note
- Sydney will send resources on allergies, Medical statement form
- Sydney will send how to list NPA for SFSP in the MAPS program
- OPI will send TA (Technical Assistance) webinars as Admin Review Prep in anticipation of the OPI School Year Review that will take place in October 2026