



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
650 IWILEI ROAD, SUITE 270
HONOLULU, HAWAII 96817

HAWAII CHILD NUTRITION PROGRAMS

June 13, 2024

Kay Hishinuma, Vice Principal
Windward Nazarene Academy
P.O. Box 1633
Kaneohe, HI 96744

Email
Agreement No. 1438-9

Dear Mrs. Hishinuma:

On behalf of the Hawaii Child Nutrition Programs (HCNP), I would like to thank you and your staff for providing the records and documentation needed to adequately assess Windward Nazarene Academy's procurement processes.

This Procurement Review started on April 4-8, 2022 in conjunction with your organization's Administrative Review (AR) of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The objectives of the review are to determine whether the School Food Authority (SFA) meets proper procurement standards and if corrective action is needed.

Procurement Summary: Windward Nazarene obtains much of its produce through the DOD Fresh Program. As a self-operating sponsor, the school purchases ingredients for NSLP and snack from a variety of food distributors and grocery outlets, and conducts cost comparison frequently. The total amount of purchases for similar items are under the school's small purchase threshold of \$100,000. Windward Nazarene purchases local produce when the products are available and when the price is feasible.

Corrective Action Accepted:

Windward Nazarene submitted the USDA Procurement Tool and the Buy Hawaii (American) Provision Worksheet

Mrs. Kay Hishinuma
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The Procurement Review is now closed. If you have any questions, please contact Shaynee Moreno, HCNP Accountant, at Shaynee.Moreno@k12.hi.us or 808-587-3600.

Sincerely,



Sharlene Wong, SNS
HCNP Administrator

SW:sm

c: SFA Representative—Sharlynn Kanno, Head Chef
HCNP NSLP Team—Rachel Itano, RD and Kasey Kawamoto, RD
HCNP Fiscal Team—Shaynee Moreno and Kyle Sawai