



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 5, 2024

Lynsey Johnston
Superintendent
South Bristol Public Schools
767 Main Street, Suite 2
Damariscotta, ME 04543

Dear Superintendent Johnston:

The South Bristol Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On December 13, 2023 Stephanie Stambach reviewed South Bristol Elementary School. An exit conference with you and Michelle Miller occurred on December 14, 2023.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report by the deadline(s) listed. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, and must address the following:

- How the finding was corrected (include who, when & how)
- Documentation that the finding has been corrected district-wide
- How this action will ensure future compliance

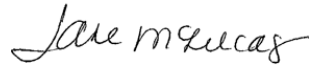
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have no problems in meeting the response deadline.

The Official Notification also provides the potential fiscal action, which is an initial estimate of the amount of reimbursement that will be reclaimed. These are only estimates which must be adjusted to the actual date of corrective action for each violation. If documentation of corrective action or acceptable corrective action is not received by the response date stated above, the claim will be recalculated to the end of the school year.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov/doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

We hope that this review has been helpful to you and your staff. If you should have any questions, or if we can assist in any way, please feel free to contact Stephanie Stambach at 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/SS/pn



SNP Administrative Review Findings

South Bristol Public Schools (440)

Program Year 2024

South Bristol Public Schools (440)

767 Main Street Suite 2
Damariscotta, ME 04543

Food Service Contact

Ms. Michelle Miller
Food Service Director
(207) 506-3044

Executive Contact

Mrs. Lynsey Johnston
Superintendent
(207) 506-3044

No. of Sites / Reviewed: 1 / 1
Month of Review: November 2023
Date of on-site review: December 13, 2023

Commendations

- * Thank you to Michelle Miller and Elaine Poland for assisting with the South Bristol Public Schools administrative review. Overall, the program is operating well, and Elaine is working hard to implement the requirements.

Technical Assistance

- * The full non-discrimination statement is required on the School Nutrition website. It was found that the federal statement was listed but was missing the Maine statement. This was corrected prior to the on-site review and no further action is needed.
* To be counted as a reimbursable breakfast, students must select at least three items, including 1/2 cup fruit or juice. On the day of review, the kitchen manager was serving breakfast and the food service director completed the meal count sheet. Typically, other staff operate the electronic point of service. There were some breakfasts that were non-reimbursable, and the director caught and did not include on the meal count sheet. This was handled correctly; however, if the director was not present these meals may have been counted incorrectly. Training on Offer vs. Serve would be beneficial to the kitchen manager and other staff responsible for doing meal counts.
* Past practice was to allow adults to charge up to \$10.00 for meals. This is no longer happening and has been addressed by the Food Service Director. No further action is needed.

General Program Compliance - South Bristol Public Schools (440)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 1: The AOS 93 wellness policy does not meet federal requirements

It was found that the wellness policy posted on the AOS 93 website is not in compliance. This was part of the corrective action for the previous review in 2019; however, it appears that the updated language was not implemented. Compliant wellness policy language was emailed to Michelle Miller that can be used.

Corrective Action:

Adopt compliant wellness policy and post on the AOS 93 website. Upload the updated, school board approved policy to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Deadline: March 4, 2024

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 2: Triennial assessment of local wellness policy not completed.

The wellness policy must be assessed every three years and is a federal requirement. A sample assessment tool can be found on the Child Nutrition website: https://www.maine.gov/doe/schools/nutrition/programs/nslp.

Corrective Action:

Complete assessment and upload results to CNP web- E Reviews- Corrective Action Responses.

Corrective Action Deadline: April 5, 2024.

Technical Assistance:

Technical assistance on the triennial assessment was provided on-site.



South Bristol Elementary School (441) Food Service Contact

767 Main Street Suite 2
Damariscotta, ME 04543

Month of Review: November 2023

Meal Components & Quantities - South Bristol Elementary School (441)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met?
Enter data.

Finding 3: Non-whole grain rich items offered at breakfast and lunch

One week of breakfast and lunch menus and production records were reviewed in November 2023. The following meal pattern errors were found:

1. The bagel offered at breakfast was not whole grain rich. Due to this the weekly whole grain rich offering of 80% was not met for breakfast.
2. The pizza crust and pasta offered for lunch was not whole grain rich. Due to this the weekly whole grain rich offering of 80% was not met for lunch.

Corrective Action:

The bagel and pizza crust will be switched to a whole grain version, and a whole grain dinner roll will be offered with the pasta meal in the future.

Corrective Action Deadline: N/A; completed.

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437