



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 22, 2024

Derek Perkins
Superintendent
Brooksville Public Schools
PO Box 630
Blue Hill, ME 04614

Dear Superintendent Perkins:

The Brooksville Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 7, 2024 Stephanie Stambach reviewed Brooksville Elementary School. An exit conference with you occurred on February 15, 2024.

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

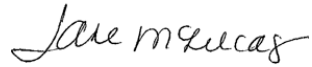
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.doefiles/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

Brooksville Public Schools (92)

Program Year 2024

Brooksville Public Schools (92)

PO Box 630
20 Hinckley Ridge Road
Blue Hill, ME 04614

Food Service Contact

Ms. Michelle Snowden
Administrative Assistant to
Superintendent
(207) 374-9927

Executive Contact

Mr. Derek Perkins
Superintendent
(207) 374-9927

No. of Sites / Reviewed: 1 / 1
Month of Review: December 2023
Date of on-site review: February 7, 2024

Introduction

- * Thank you to Michelle Snowden and Susanne Dodge for assisting with the Brooksville Public Schools administrative review. We appreciated the time and assistance provided by the staff. Michelle is new to her role in the school nutrition program for School Union 93 and was quick to make any changes needed. Susanne prepares a variety of meals from scratch, and it was evident that students enjoyed the meals. Michelle and Susanne both share food service director duties in the program.
* School Union 93 consists of five towns and five different head cooks. To assist with meeting professional standards hours and resource sharing, it was recommended that in-service/workshop days be provided to the school nutrition staff. This could involve menu and recipe sharing, reviewing production records, and discussing best practices/challenges.

Technical Assistance

- * It was noted that some recipes used were not standardized. The benefit of using standardized recipes is that the meal pattern contribution is already determined for a given yield and portion size. Existing recipes should be switched over to standardized ones to ensure that the meal pattern is being met for all meals served. There are many USDA standardized recipes that can be used with minor adjustments.
* Past practice allowed adults to charge their meals and students to charge milk. Technical assistance was provided to the school secretary, who collects the money, and Head Cook. Having a written policy in place and communicating to school staff and parents will ensure that adult meals and milks are not charged in the future.
* The adult meal price is \$6.00. Based on the SY 2023 annual financial report in CNP web, the average lunch per meal cost was \$16.37. This includes food, labor and other costs. The district should investigate what is causing the per meal cost to be so high and increase the adult meal price as needed. Any amount that is not covered will need to come from another funding source, and the school nutrition program cannot absorb the cost. Steps to reduce overall food cost should be taken, including inventory control, and using USDA foods entitlement.
*At the time of the review civil rights training hadn't been completed; however, was completed prior to the on-site review. Annual civil rights training must be completed by any staff with responsibilities in the school nutrition program.

General Program Compliance - Brooksville Public Schools (92)

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

Finding 1: 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 26, 2024

1214. *Validate OFS #1204 - Did the School Nutrition Director meet annual training requirements?*

Finding 2: Professional standards training has not been completed.

USDA professional standards requirements are based on the duties of the individual and not the position title. Susanne Dodge, Head Cook, shares food service director duties and must complete 12 hours of annual training. No training has been completed to date.

Corrective Action:

1. Submit a plan for how training hours will be met for the remainder of the school year. Upload response to CNP web- E Reviews- Corrective Action Responses.
2. Submit documentation of two completed trainings to reviewer and upload to CNP web- E Reviews- Corrective Action Responses.

Corrective Action Deadline: April 26, 2024

Technical Assistance:

Extensive technical assistance was provided on-site for how to meet the training requirements. Examples of online trainings and links were shared and documented for ease of staff use.

SNP Administrative Review Findings**Brooksville Public Schools (92)***Program Year 2024***Brooksville Elementary School (93) Food Service Contact**

PO Box 630
20 Hinckley Ridge Road
Blue Hill, ME 04614

Month of Review: December 2023

Meal Counting & Claiming - Brooksville Elementary School (93)

322. *Days when F/R/P meal counts exceed number of eligibles? Enter data.*

Finding 3: Meal counts by day are not being recorded and compared to edit checks

Currently, weekly meal counts are being emailed to Michelle Snowden at the central office. Daily meal count records are needed to ensure there are appropriate edit checks, and meal counts are not exceeding enrollment.

There is a "Daily Edit Check" template on the Child Nutrition website that can be used for meal counts: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>. With Brooksville being Special Provision 2, non-base year, total counts can be entered in the "paid" category and compared to enrollment and the attendance factor.

Corrective Action:

Adopt meal count form that will be used to ensure daily meal counts are being recorded and edit checks are in place. Upload to CNP web- E Reviews- Corrective Action Responses.

Corrective Action Deadline: April 26, 2024

Meal Components & Quantities - Brooksville Elementary School (93)

400. *DOR – all required components available during entire meal service, all lines? Enter data.*

Finding 4: Day of Review: Missing fruit and insufficient grain offered at time of lunch service

During lunch observation, the fruit offering and whole grain oatmeal cookie, which counted towards the required 1 oz grain, was offered after meal service when students discarded their trays. This was to reduce the amount of food waste. All five meal components for lunch must be offered at the beginning of meal service. Fiscal action will be assessed for the missing fruit component.

Corrective Action:

Upload photo documentation that all meal components were offered at time of meal service to CNP web- E Reviews- Corrective Action Responses.

Corrective Action Deadline: April 26, 2024

Estimated Fiscal Action: \$82.27

Technical Assistance:

Technical assistance was provided that a share table can be used to reduce food waste. Share table guidance can be found on the Child Nutrition webpage: <https://www.maine.gov/doe/schools/nutrition/programs/nslp>.

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

Finding 5: Review Period: Missing legume during week of menu review

One week of menus and production records were reviewed for breakfast and lunch in December 2023. It was found that a legume was missing, which is one of the required weekly vegetable sub group offerings. A legume was planned; however, the menu was changed and an appropriate substitute was not offered. Technical assistance was provided to have a backup plan in case this happens in the future.

Corrective Action:

A recent review of production records showed that the weekly legume requirement is being met. No further action is needed. In future reviews, there is potential for fiscal action with repeat missing vegetable subgroups.

Corrective Action Deadline: N/A; completed.

Sincerely,

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