



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 7, 2024

Heather Perry
Superintendent
Gorham Public Schools
75 South Street
Gorham, ME 04038

Dear Superintendent Perry:

The Gorham Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On October 17, 2024 David Hartley reviewed Gorham Middle School. An exit conference with Hollis Cobb occurred on October 24, 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

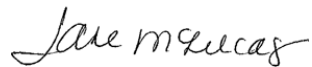
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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.do/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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/DH/pn

SNP Administrative Review Findings**Gorham Public Schools (194)****Program Year 2025****Gorham Public Schools (194)**

75 South St.
Gorham, ME 04038

Food Service Contact

Raina Cooper
Director SNP
(207) 222-1375

Executive Contact

Dr. Heather Perry
Supt.
(207) 222-1012

No. of Sites / Reviewed: 5 / 1
Month of Review: September 2024

Commendations

- * An exit conference was held with Business Manager Hollis Cobb to discuss any findings, technical assistance or issues found during the review on Thursday, October 24, 2024.
- * Staff at Gorham Middle School are good at what they do. Students are presented with multiple meal options, on the day of review this included a new Taco Pizza, which the students enjoyed.

The new Food Service Director is doing a good job as well. She has years of experience, however since in the new position as the Director will need some additional training. Maine Child nutrition Program offers new FSD training.

Everyone is doing a commendable job. Staff enjoy their work, do it well and the job they do is much appreciated. Keep up the good work.

General Program Compliance - Gorham Public Schools (194)**1213. Validate OFS #1203 - Did new Director meet food safety certification and training requirements?****Finding 9000: Other Finding**

New Food Service Directors (FSD) are required to have 8 hours of food service sanitation training. This is required either 5 years prior to being hired or completed with 30 days of hire.

Technical Assistance:

Eight hours of food safety training is required to be completed within 30 days of hiring. This can be in various forms. It does not have to be ServSafe training. It can be webinars from Institute of Child Nutrition, theicn.org, the School Nutrition Association, schoolnutrition.org, or other sources.

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?**Finding 9000: Other Finding**

Training hours need to have more information available about the training and each training event's time.

Technical Assistance:

Information was given to the Director about the requirements of tracking training hours. Each event must include the time the training was for. An agenda must be maintained for training events in house. Any trainings completed must be approved by the FSD.

1400. Food safety plan – contain required elements, copy available at each school?**Finding 9000: Other Finding**

The SOP available at the site reviewed, Gorham Middle School, has a copy of SOP's, however it is out dated.

Technical Assistance:

The most recent updated SOP's must be available at each school, and available for staff to review if they have questions.

SNP Administrative Review Findings**Gorham Public Schools (194)****Program Year 2025****Gorham Middle School (201)****Food Service Contact**

75 South St.
Gorham, ME 04038

Month of Review: September 2024

Date of Onsite Review: October 17, 2024

General Program Compliance - Gorham Middle School (201)

811. Justice for All poster displayed in prominent location?

Finding 9000: Other Finding**Corrective Action:**

The Justice for All poster and annual health inspection must be moved so students going to the cafeteria to get their meal can view the signs. When the door is open to the serving line the signs are not visible.

Submit to the reviewer a picture of the signs once they have been moved to a location for students to view.

Submit a picture by November 29, 2024. This has been completed.

1404. Food safety plan - written, copy available?

Finding 9000: Other Finding

Thermometers are not being checked for accuracy. During the review when the kitchen manager was asked how often this was completed, it had been done once this School Year.

Corrective Action:

The SOP available at the school stated the thermometers would be checked weekly for accuracy, the first day of the week. This was not being completed. When the reviewer asked about how often the thermometers were checked, it had only been done once this School Year.

Submit to the reviewer the thermometer calibration log for the month of November 2024.

Submit by December 6, 2024.

1408. Temperature logs available?

Finding 9149: Temperature logs unavailable for review.

FNS requires each school in the SFA to maintain temperature logs for a period of six months. Temperature logs unavailable, not being maintained.

Corrective Action:

Temperature logs Oct 28, 2024 through Nov 29, 2024 must be completed and submitted to the reviewer for each piece of equipment used for cooling, refrigeration, freezers, etc.

Corrective Action Due Date: Dec 06, 2024