



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

December 9, 2024

Ryan Scallan  
Superintendent  
Portland Public Schools  
353 Cumberland Avenue  
Portland, ME 04101

Dear Superintendent Scallan

The Portland Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 19 & 20, 2024 Kate Fayle reviewed Lyman Moore Middle School, Portland High School and Presumpscot School. An exit conference occurred with you on December 6, 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

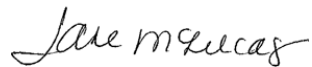
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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/doi/sites/maine.gov/doi/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 Kate Fayle at 592-4198 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,

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

Jane McLucas  
Child Nutrition Director

JM/KF/pn

**SNP Administrative Review Findings****Portland Public Schools (364)****Program Year 2025****Portland Public Schools (364)**

353 Cumberland Ave  
Portland, ME 04101

**Food Service Contact**

Ms. Jennifer Montague  
Food Service Director  
(207) 874-8231

**Executive Contact**

Mr. Ryan Scallon  
Superintendent of Schools  
(207) 874-8100

No. of Sites / Reviewed: 16 / 3  
Month of Review: October 2024

**Commendations**

- \* The Portland Public Schools Nutrition Program is operating well. The food service staff should be recognized for providing quality, nutritious meals, following proper food safety practices, and adhering to program guidelines and regulations. Jennifer Montague, newly hired district Food Service Director, along with Dawn Hilton, Tyler Guerin have shown a great deal of thought and care in the day-to-day operations of this program, and have been receptive to feedback provided during the review. I look forward to working with Portland Public Schools in the future.

**Technical Assistance**

- \* Breakfast in the classroom was observed at Presumpscot School.  
Current breakfast in the classroom is effective with well-trained school faculty, however, menu options can be limited with pre-assembled student meals and results in waste from limited student choice.  
It is recommended that the school implement breakfast from a cart in the hallway, where food service staff can conduct meal counts from one point of service and help the students select from the menu offerings of the day to make a complete meal.  
  
At breakfast, to meet the meal pattern with offer versus serve, 4 items are offered and a student must select at least 3, with the option of selecting all four. Any unselected menu items can be put back into future service and thus eliminate food waste. Service provided through food service staff would reduce staff time pre-packaging meals and allow for more menu items to be offered daily. Teachers would no longer be liable for proper accountability resulting in more timely and reliable meal counting.
- \* Observations at Lyman Moore Middle School found that teachers were picking up meals on behalf of some students. Meal counts were taken when the teacher received the meal. Meals can only be counted for reimbursement when a student receives the meal. Technical assistance and training was given at the time of the onsite review.
- \* In the National School Lunch Program, a "clicker" can be used by Food Service staff to manually count the number of meals served to students. It is often considered less accurate than an electronic point of service system for meal tracking. Observation at Presumpscot School showed that the staff person using the clicker to take meal counts was well-trained in identifying a reimbursable meal and could handle the volume of students going through the lunch line. The Reviewer noted concern that if a substitute was to conduct meal counts it would be difficult to do so accurately because there is no pause for the student the way there would be with an electronic point of service. A common error with the use of clickers is the under-claiming meals.

**General Program Compliance - Portland Public Schools (364)****1403. Review of agricultural food components indicate violations of the Buy American provision****Finding 9990: Food Products Found to be Non-compliant with the Buy American requirement.**

Food components served in the Child Nutrition program are required to be compliant with the Buy American requirements. On the review, peach cups, mini peppers, and canned pears were found to be non-domestic.

**Technical Assistance:**

Products need to be checked when ordering and receiving to ensure they are Buy American compliant. It is recommended when conducting inventory to note any products that are not compliant and inform the distributor of whom the buying contract is with.

Beginning in SY 2026 there will be requirements on the tracking of how much product is purchased and used in the School Nutrition Program. More information is available at: [www.fns.usda.gov/cn/school-nutrition-standards-updates/implementation-timeline-school-meals](http://www.fns.usda.gov/cn/school-nutrition-standards-updates/implementation-timeline-school-meals).



**SNP Administrative Review Findings**  
*Program Year 2025*

**Portland Public Schools (364)**



SNP Administrative Review Findings

Portland Public Schools (364)

Program Year 2025

Lyman Moore Middle School (377)

Food Service Contact

353 Cumberland Ave  
Portland, ME 04101

Month of Review: October 2024

Meal Components & Quantities - Lyman Moore Middle School (377)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

**Finding 9000: Production Records**

Production records for both Lyman Moore Middle School and Presumpscot School must be reformatted to capture all items served each day. Currently, there is little room for staff to document vegetables served on the salad bar and additional entree items.

Documentation for pre-k meals must be distinguishable from older grade groups. This should be done with an additional production record if the students remain separated during meal service to ensure compliance with the Pre-K meal pattern.

**Corrective Action:**

Submit to the Reviewer a 3-day sample of re-formatted production records for both Lyman Moore Middle and Presumpscot school to document that changes have been made based on the finding above.

Submit Corrective Action to the Reviewer by 1/10/2024



SNP Administrative Review Findings  
Program Year 2025

Portland Public Schools (364)

Portland High School (378)  
353 Cumberland Ave  
Portland, ME 04101

Food Service Contact

Month of Review: October 2024

No Findings during Site 378 Review

**SNP Administrative Review Findings****Portland Public Schools (364)***Program Year 2025***Presumpscot School (372)****Food Service Contact**

353 Cumberland Ave  
Portland, ME 04101

Month of Review: October 2024

**No Assigned Module - Presumpscot School (372)****1. SFA Name****Finding 9000: Grain based desserts served as part of the reimbursable meal to Pre-K students**

Grain-based desserts including the Ubr bar, Apple Jacks cereal, Apple oatmeal bar, Apple cinnamon roll are not creditable in the meal pattern required for Pre-K students.

**Corrective Action:**

Submit a list of compliant grain products that will be served to pre-K students in the future.

**Technical Assistance:**

When Pre-K students are co-mingled at meal service with older grade groups, they are not subject to adhere to the CACP/ Pre-K meal pattern.

FNS resource found here: <https://www.fns.usda.gov/tn/grain-based-desserts-cacfp>

Submit Corrective Action to the Reviewer by 1/10/2024

**Meal Components & Quantities - Presumpscot School (372)****402. DOR - quantities served meet daily meal pattern requirements for age/grade groups? Enter data****Finding 9000:**

Inadequate documentation of vegetable subgroups for classroom meals served to kindergarten students at lunch. More consideration and planning should be put into place to ensure that all vegetable subgroups are served the classroom meals provided to the kindergarten. This should be documented on a separate production record if children are not eating from the main lunch service.

**Corrective Action:**

Provide 5 consecutive days' worth of Kindergarten lunch production records to show vegetable subgroups have been met. Or submit a statement that lunch is no longer provided in the classroom to Kindergarten students, and they are receiving the lunch meal in the cafeteria with all other grade groups.

Submit Corrective Action to the Reviewer by 1/10/2024

**404. DOR - signage explaining reimbursable meal near/at beginning of service line?****Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.****Corrective Action:**

Corrective action was completed while the reviewer was onsite with meal signage printed and hung for public view 11/18/2024

