



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 14, 2025

Mark Hurvitt
Superintendent
Sedgwick public Schools
251 North Deer Isle Road, Unit 1
Deer Isle, ME 04627

Dear Superintendent Hurvitt:

The Sedgwick Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On March 5, 2025 David Hartley reviewed Sedgwick Elementary School. An exit conference with you occurred on March 6, 2025.

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 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

Sedgwick Public Schools (434)

Program Year 2025

Sedgwick Public Schools (434)

251 North Deer Isle Road, Unit 1
Deer Isle, ME 04627

Food Service Contact

Mrs. Sarah Duffy
Head Cook
(207) 359-5002

Executive Contact

Mr. Mark Hurvitt
Superintendent
(207) 460-3409

No. of Sites / Reviewed: 1 / 1
Month of Review: January 2025

Commendations

- * An exit conference was held on March 6, 2025, with Superintendent Mark Hurvitt to discuss any findings and corrective action needed.
* Being in School Year 2026 the allowance to purchase non-Buy American meal pattern foods will need to be monitored and is not allowed to exceed 10%. Over the next 6 years this will decrease to 5% beginning in SY 2032.

The school need to be able to track menu items purchased that do not meet the Buy American Provision. More information will be provided.

During the review on March 5, 2025 an enrollment list was compared to Directly Certified students eligible for free meals and based on the preliminary information, Sedgwick Elementary school could possibly participate in CEP and claim 66.87% of the meals served at the free rate. With the addition of Medicaid Free eligible students, it makes the possibility of 66.87% free claiming.

The Superintendent has emailed David Hartley to participate in CEP beginning in SY 2026.

- * Sarah Duffy does a good job feeding and taking care of her customers. Healthy meals are served, and the children enjoy them. Keep up the good work.

Certification and Benefit Issuance - Sedgwick Public Schools (434)

133. Direct Certifications correctly certified?

Finding 9024: Some students were not directly certified for free meals correctly.

Direct certification documentation for selected students was reviewed for completeness and accuracy. Some students were certified for free meals incorrectly.

Technical Assistance:

The Direct Certification list must be checked at least 3 times a year to determine if any changes in status have occurred.

Verification - Sedgwick Public Schools (434)

206. On-site observation validate Off-Site Assessment Tool responses to Verification questions?

Finding 9006: Verification information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Verification procedures could not be validated during on-site observations. Deficiencies in the SFA's Verification procedures identified from the Off-site Assessment Tool:

SNP Administrative Review Findings
Program Year 2025

Sedgwick Public Schools (434)

The Verification process was not completed correctly. Letters must be sent to the family notifying them of their selection. Copies of the proof of income must be kept on file. Once the verification process has been completed a final notice is sent to the family notifying them of the results. Copies of all documentation must be kept for validation of the process.

Corrective Action:

There is a Verification webinar on the Child Nutrition web page. This must be reviewed.

For School Year 2026 copies of all documentation involved with the Verification process must be submitted to the reviewer through the CNPweb system.

Sedgwick Elementary School is optioning into Community Eligibility Option, This Corrective Action is no longer required.

General Program Compliance - Sedgwick Public Schools (434)

1215. Validate OFS #1205 - Did School Nutrition Manager meet annual training requirements?

Finding 9000: Other Finding

During on site review only 4 hours of professional standards training hours had been meet The kitchen manager us required receive 10 hours each year.

Since the on-site review an additional 5 hours have been completed, leaving 1 more hour needed.

Corrective Action:

Submit to the reviewer the training hours completed to include the subject by April 11, 2025

SNP Administrative Review Findings

Sedgwick Public Schools (434)

Program Year 2025

Sedgwick Elementary School (435) Food Service Contact

251 N D I Road, Unit 1
DEER ISLE, ME 04627

Month of Review: January 2025

Date of Onsite Review: March 5, 2025

Meal Components & Quantities - Sedgwick Elementary School (435)

403. DOR - two varieties of milk available, allowable substitutions? Enter data.

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines.

Technical Assistance:

The school was advised and given the opportunity to add another type of milk to meal service line(s) when it was observed that only one type of milk was being offered. This was corrected. If the school is only going to offer white milk at the meal service, skim or 1% or 2% must be offered.

404. Day of Review - signage explaining the reimbursable meal was posted near/at beginning of service line

Finding 9055: No signage explaining what constitutes a reimbursable meal at beginning of service line.

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal is not identified near or at the beginning of the meal service line(s).

Corrective Action:

Submit to the reviewer a picture of meal signage after it has been displayed.

This has been completed, April 11, 2025

410. Review period - planned menu quantities meet the meal pattern requirements

Finding 9000: Other Finding

Week of review productions records, January 13, 2025, did not show that all vegetable sub-groups were met. It is required that the 5 vegetable sub-groups are offered each week. Dark green, red/orange, starch, legume (beans) and other. For the week of review dark green and other vegetables were not offered.

Corrective Action:

Submit to the reviewer lunch production records for the week of March 17, 2025. Do not include recipes or food labels.

Submit to the reviewer by April 11, 2025.

500. DOR - OVS properly implemented

Finding 9000: Other Finding

Students were observed being told take additional items when not required, for instance milk. This is not a required component for the meal to be counted as reimbursable.

Training needs to be completed to explain what is not required to be counted as a reimbursable meal. This is training that needs to be completed every year with all individuals at are completing meal accountability.

SNP Administrative Review Findings

Sedgwick Public Schools (434)

Program Year 2025

Technical Assistance:

Complete training for all individuals involved in meal accountability. Keep track of the training, when it occurred and who attended.

General Program Compliance - Sedgwick Elementary School (435)

1406. *Most recent Food safety inspection posted, visible to public?*

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

Schools are required to have posted for the public to view their most recent Health Inspection, this was not done.

Corrective Action:

Once the most recent Health Inspection is posted, submit to the reviewer a picture.

This has been completed, April 11, 2025

1407. *SFA written food safety plan implemented?*

Finding 9148: Observations on the Day of Review do not indicate compliance with the SFA's written food safety plan.

Proper HACCP principles not observed: thermometers used to check the temperature of foods must be checked for accuracy and if not accurate, be calibrated or replaced. The checking/calibrating must be recorded.

Corrective Action:

Begin a thermometer calibration log and record the dates the thermometers are checked.

Submit to the reviewer the log for the month of March 2025.

Submit to the reviewer by April 11, 2025.