



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

March 13, 2025

Dr. Peter Lancia
Superintendent
Westbrook Public Schools
117 Stroudwater Street
Westbrook, ME 04092

Dear Superintendent Lancia:

The Westbrook Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On February 12 & 14, 2025 Kate Fayle reviewed Westbrook High School and Saccarappa Elementary School. An exit conference occurred with you on February 27, 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

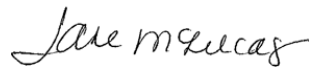
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Westbrook Public Schools (495)

Program Year 2025

Westbrook Public Schools (495)

117 Stroudwater Street
Westbrook, ME 04092

Food Service Contact

Mary Emerson
School Nutrition Director
(207) 591-6054

Executive Contact

Dr. Peter Lancia
Superintendent of Schools
(207) 854-0800

No. of Sites / Reviewed: 6 / 2
Month of Review: November 2024

Commendations

- * Thank you to Mary Emerson, Food Service Director, and the Westbrook school food service staff for all their time and effort during this review.

On-site visits took place at Westbrook High School and Saccarappa Elementary School where the menu offerings met the variety of cultural preferences and dietary needs. Westbrook’s School Food Service should be commended for the effort put towards appealing to its student body while continuing to meet USDA’s program requirements.

It was a pleasure to review this program, and I look forward to hearing about Westbrook’s continuing progress.

Reviewer Notes

- * The two sites selected for this review both had new kitchen managers at the time the documentation was collected. Some findings listed are a result of the new manager’s training and experience, where if given more time in the position may not have resulted in these findings.

General Program Compliance - Westbrook Public Schools (495)

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

Finding 9000: Civil Rights Training

One part-time foodservice staff member did not receive Civil Rights training.

Corrective Action:

Please provide documentation of Civil rights training once completed by the staff member.

Date Due:4/1/2024



SNP Administrative Review Findings

Westbrook Public Schools (495)

Program Year 2025

Saccarappa School (497)

Food Service Contact

117 Stroudwater Street
Westbrook, ME 04092

Month of Review: November 2024

Date of Onsite Review: February 12, 2025

Meal Counting & Claiming - Saccarappa School (497)

320. DOR - meal counts combined and recorded correctly? Enter Data.

Finding 9068: Meal count totals by category were not combined and recorded correctly.

As observed on the day of the onsite visit, meal count totals by category obtained from each point of service are not combined accurately for the total meal count by category for the school.

The problem is considered systemic because the contributing factors are built into the process and would likely recur if the process is not changed.

Meal count tic sheets from 2 points of service were consolidated onto 1 tic sheet after service.

In doing so, individual POS meal counts were not maintained.

Going forward, tic sheets must remain separate for each POS and all documentation must be saved.

Corrective Action:

Please provide a written plan going forward that the School will use to document and maintain meal counts.

Date Due 4/1/2024

SNP Administrative Review Findings

Westbrook Public Schools (495)

Program Year 2025

Westbrook High School (499)

Food Service Contact

117 Stroudwater Street
Westbrook, ME 04092

Month of Review: November 2024

Date of Onsite Review: February 14, 2025

Meal Components & Quantities - Westbrook High School (499)

409. Review period production records and supporting documentation - were all required meal components offered and daily/weekly requirements met

Finding 9000: Non-creditable Breakfast Item

One non-creditable breakfast item was served one day during the week of review.

Corrective Action:

Additional grain items were available for students to select in addition to the non-creditable item offered, thus, the actual number of non-creditable breakfast meals cannot be accessed.

Going forward, the school food authority must replace the product with a creditable version and cease serving the non-compliant one.

Please provide a creditable replacement for the empanada going forward, or provide written acknowledgement that the product will no longer be served as a part of a reimbursable meal

Due: 4/1/2025

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

Corrective Action:

Convert actual weight measures for recipes that indicated volume measures or scoop sizes. Going forward, food service can use this as a recipe crediting guide across all schools in the district.

Date Due 4/1/2025

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

Finding 9991: Production Records Incomplete

Production records are used to support the claiming of meals and, therefore, must document all items that are offered and the quantities served as part of the reimbursable meal. Production records for Westbrook High school for the week of review were missing or had the following incomplete:

- Serving sizes and product names of items served.
- Milk type or amount available and leftover
- Fruit components/ items not listed at breakfast
- Leftovers were indicated as zero on several salad bar items
- Serving sizes were in volume instead of weight for protein items.

Corrective Action:

Submit five (5) consecutive days of completed production records from Westbrook High school for both breakfast and lunch-including the salad bar.

The week selected is for March 24th 2025.



SNP Administrative Review Findings
Program Year 2025

Westbrook Public Schools (495)

Submit documents in CNPweb -> E-reviews -> Corrective Action Responses by DATE.