



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 1, 2023

Lynsey Johnston
Superintendent
Great Salt Bay CSD
767 Main Street, Suite 2
Damariscotta, ME 04543

Dear Superintendent Johnson:

The Great Salt Bay CSD Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 14, 2023 Stephanie Stambach reviewed Great Salt Bay Community School. An exit conference with you occurred on November 16, 2023.

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

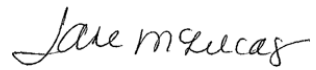
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have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

Great Salt Bay CSD (1054)

Program Year 2024

Great Salt Bay CSD (1054)

767 Main Street Suite 2
Damariscotta, ME 04543

Food Service Contact

Ms. Michelle Miller
Food Service Director
(207) 506-3044

Executive Contact

Mrs. Lynsey Johnston
Superintendent
(207) 506-3044

No. of Sites / Reviewed: 1 / 1
Month of Review: October 2023
Date of on-site review: November 14, 2023

Commendations

- * Thank you to Michelle Miller and Julie Williams for assisting with the Great Salt Bay CSD administrative review. Overall, the school nutrition program is running well. A wide variety of options are available on the self-serve bar for breakfast and lunch and the students clearly enjoyed helping themselves. Julie is a new kitchen manager and is doing a great job.

Technical Assistance

- * A share table is used for students to place any unwanted items for breakfast and lunch. It was noted that milk was not kept on ice and whole apples were put on the table, which are not allowed as they have edible peeling. Share table guidance from DHHS can be found on the Child Nutrition website.
* It was recommended that a master production record be created for daily items that are offered on the self-serve bar. This will help to streamline paperwork.
* The full non-discrimination statement is required on the School Nutrition website. It was found that the federal statement was listed but was missing the Maine statement. This was corrected prior to the on-site review and no further action is needed.
* Based on the SY 2023 annual financial report in CNP web, the breakfast per meal cost was \$5.66. This was higher than the lunch per meal cost and seems overstated. It is recommended that the district investigate what is causing it to be so high.

Resource Management Comprehensive Review - Great Salt Bay CSD (1054)

765. Adult Meals

Finding 1: Adults are allowed to charge meals

The current practice is for adults to charge up to \$10.00 for meals. This is an unallowable practice and will need to be addressed.

Corrective Action:

An email has been sent to all AOS 93 kitchen managers that adult meals can no longer be charged. No further action is needed.

Corrective Action Deadline: N/A; completed.

General Program Compliance - Great Salt Bay CSD (1054)

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

Finding 2: The AOS 93 wellness policy does not meet federal requirements

It was found that the wellness policy posted on the AOS 93 website is not in compliance. This was part of the corrective action for the previous review in 2019; however, it appears that the updated language was not implemented. Compliant wellness policy language was emailed to Michelle Miller that can be used.

Corrective Action:

Adopt compliant wellness policy and post the updated version on the AOS 93 website. Upload the updated, school board approved policy to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Deadline: January 31, 2024

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

Finding 3: 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: February 28, 2024

Technical Assistance:

Technical assistance on the triennial assessment was provided on-site.



SNP Administrative Review Findings

Great Salt Bay CSD (1054)

Program Year 2024

**Great Salt Bay Community School Food Service Contact
(1055)**

767 Main Street Suite 2
Damariscotta, ME 04543

Month of Review: October 2023

Meal Components & Quantities - Great Salt Bay Community School (1055)

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

Finding 4: Meal pattern errors found with whole grain rich and portion size requirements

One week of menus and production records were reviewed in October 2023. The following meal pattern errors were found:

1. Two non-whole grain rich cereals were offered for breakfast: corn flakes and rice krispies. They were also less than 1 ounce per serving and the minimum grain serving is 1 oz for breakfast.
2. Multiple non-whole grain rich items were offered for lunch including taco shells, pizza crust and pasta. The taco shell is a repeat finding from the prior review. Due to this the weekly whole grain rich offering of 80% was not met.

Corrective Action:

The cereals will not be purchased in the future. Brown rice is offered with the taco shells and a whole grain roll is offered with the white pasta to meet whole grain requirements. The pizza crust will be switched to a whole grain version, which will meet the 80% whole grain offerings for the week. No further action is needed.

Corrective Action Deadline: N/A; completed.

Sincerely,

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