



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

PAUL R. LEPAGE
GOVERNOR

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COMMISSIONER

November 28, 2018

Craig Jurgensen
Superintendent
Great Salt Bay CSD
767 Main Street 1-A
Damariscotta, ME 04543

Dear Superintendent Jurgensen:

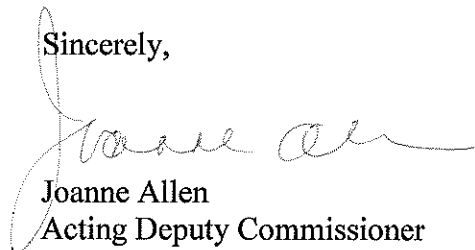
An Administrative Review of the Great Salt Bay CSD School Nutrition Program was conducted on November 7, 2018. We appreciated the assistance given by you and your staff.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation within 45 days of the date of this letter.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. 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.

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 624-6732 or email stephanie.stambach@maine.gov.

Sincerely,



Joanne Allen
Acting Deputy Commissioner

JA/SLS/sjs

Enclosure

cc: June Gallant

**Administrative Review Report
Great Salt Bay CSD School Nutrition Program
November 7, 2018**

Introduction

The Great Salt Bay CSD School Nutrition Program was reviewed. Great Salt Bay Community School was selected based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

Performance Standard 1: Meal Access and Reimbursement

Certification and Benefit Issuance- Eligibility status from the prior school year must be carried over for the first 30 school days or until an application is received, based on federal regulation 7CFR 245.6. This was not followed and all status changes were made on September 30th. Technical assistance was provided to June Gallant, School Nutrition Director.

All meal benefit applications are approved by the school level staff and then sent to June Gallant at the central office to enter the eligibility status into Nutri Kids. The same information is also being entered into Power school by the administrative assistant at each school for economic status purposes, which doubles the work. As recommended during the previous review, the application approval process should be moved to the central office to maintain student confidentiality and to streamline the process.

Verification- No findings.

Meal Counting and Claiming- No findings.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities- A non-whole grain taco shell and garlic toast was served for lunch during the week of review. Technical assistance was provided on both products. It was recommended that all AOS 93 kitchen managers be provided a list of products they could purchase to meet the meal pattern and to improve consistency among all schools. This was also mentioned during the previous review.

Production Records: No findings.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$13,165.00 is not included in our comparison of expenses to revenue below:

| SY 2018 | Target | Actual |
|--------------------------------------|---------------|---------------|
| Percentage of Food to Total Revenue | 35-40% | 49.67% |
| Percentage of Labor to Total Revenue | 50-55% | 78.30% |
| Percentage of Other to Revenue | <u>5-10%</u> | <u>7.42%</u> |
| | 100% | 135.38% |

The adult meal price must cover the cost to prepare the meal as no reimbursement is received for adult meals. The adult price at Great Salt Bay Community School does not cover the cost of the meal and therefore the school district and town have agreed to financially support adult lunches.

Paid Lunch Equity (P.L.E.)- The program has complied with the PLE requirement by using non-federal funds to offset the need to increase paid lunch prices.

Meal Charging- The School Nutrition Program has a charging policy/procedure, as required.

General Program Compliance

Records and Record Keeping- Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

Food Safety and Sanitation- The dry storage room is located in the gymnasium and is unlocked during the school day. To prevent unauthorized access and to safely secure USDA foods, the storage room must be secure.

Civil Rights- An incorrect nondiscrimination statement was used on notification letters sent to families regarding meal benefits. The full, correct statement can be found on the Child Nutrition website. This is a repeat finding from the previous review.

Any staff with responsibilities in the school nutrition program must attend annual civil rights training. Michelle Brown, administrative assistant, has not completed civil rights training and will need to as part of corrective action. At the time of the review Paige Trayers, kitchen staff, also had not but has since completed the training.

Wellness Policy- The wellness policy was reviewed and the following elements were missing:

- Standards and nutrition guidelines for all foods and beverages sold during the school day that are consistent with Federal regulations
- Policy for food and beverage marketing consistent with Maine statute §6662 (3) Food and beverage advertising
- Representation from a variety of district and community members including teachers of physical education, school health professionals, school board, school administration, parents, students, and food service.

Corrective action is required for the missing components. It was recommended that there be a separate heading for “nutrition promotion” and “other school based activities to promote student wellness” for ease when assessing those goals, which is required every three years.

Training/Professional Standards- For SY 2018, Alan Dodge, kitchen manager and Paige Trayers, kitchen worker, did not meet their annual training hours. The rest of the kitchen staff met their required training hours, as well as June Gallant, School Nutrition Director. It was recommended for all AOS 93 kitchen staff to meet regularly to discuss different topics such as proper menu substitutions, recipes and production records, which can be counted towards the professional standards hours.

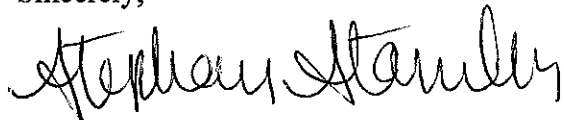
Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Findings- As part of the Healthy, Hunger Free Kids Act of 2010, review findings must be posted and made available to the public by federal law. This can include posting the review report on the district website or making it available at a public hearing or school board meeting.

Summary

Overall, the Great Salt Bay CSD School Nutrition Program is running well. As a new kitchen manager, Alan Dodge is working hard to understand and implement the meal pattern requirements. A focus on scratch cooking was nice to see during the review. With some additional training I am confident that Great Salt Bay CSD will be in compliance with all program requirements.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Stambach". The signature is written in a cursive, flowing style.

Stephanie Stambach MS, RD, SNS
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Great Salt Bay CSD

Local Education Official: Craig Jurgensen

Instructions: Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document 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

This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. 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.

Finding 1 – General: *Food Safety and Sanitation*

Dry storage in gymnasium is not secured

Corrective action: Submit photo showing that lock has been installed

Date Due: Within 45 days of date on enclosed letter

Estimated Fiscal Action: None at this time

Finding 2 – General: *Civil Rights*

Incorrect nondiscrimination statement on eligibility notification letters to parents

Corrective action: Submit copy of the updated letter with the full nondiscrimination statement

Date Due: Within 45 days of date on enclosed letter

Estimated Fiscal Action: None at this time

Finding 3 – General: *Civil Rights*

School staff with responsibilities in the nutrition program have not participated in annual civil rights training

Corrective action: Submit training documentation with signatures and dates

Date Due: Within 45 days of date on enclosed letter

Estimated Fiscal Action: None at this time

Finding 4 - General: *Wellness Policy*

Wellness policy missing the required elements

Corrective action: Update wellness policy and send the final, approved version to the reviewer.

Date Due: 60 days

Estimated Fiscal Action: None at this time

Reviewer's Signature Stephan Stanley Date 11/29/18

