



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

PAUL R. LEPAGE  
GOVERNOR

December 18, 2018

ROBERT G. HASSON, JR., Ed.D.  
COMMISSIONER

Barbara Powers  
Superintendent  
Long Island Public Schools  
33 Fern Avenue  
Long Island, ME 04050

Dear Superintendent Powers:

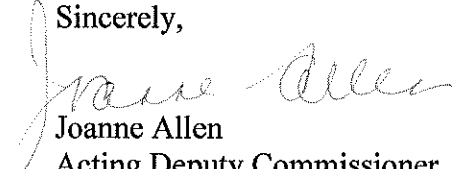
An Administrative Review of the Long Island School Nutrition Program was conducted on November 14, 2018. We appreciated the assistance given by you and your staff.

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 30 calendar 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 Kaitlin Fayle at 624-6666 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,



Joanne Allen  
Acting Deputy Commissioner

JA/KF/sjs

Enclosure

cc: Alanna Rich

**Administrative Review Report  
Long Island School Nutrition Program  
November 14, 2018**

***Introduction***

The Long Island School Nutrition Program was reviewed 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-** One student at Long Island School receives free meal benefits. This student's name was found on the Direct Certification (DC) list. During the on-site review, it was noted that the school does not keep a Master List that includes all students with their eligibility status and date. This is a requirement for all districts. Technical assistance was provided to Alanna Rich to create and maintain a list going forward.

**Verification-** Verification was not required for SY19 at Long Island School. Students who are found on the direct certification list are not subject to verification.

**Meal Counting and Claiming-** Meal counts are taken manually by student roster. No problems were found.

***Performance Standard 2: Meal Pattern and Nutritional Quality***

**Meal Components and Quantities-** Lunches are vended through a contract with Portland Schools. Students order meals two to three weeks in advance from a menu provided by Portland Schools and Portland Schools provide a meal only for those students who request one on that day. Long Island School is dismissed at 11:45 a.m. on Friday, before the regular school lunch time. Students have an option to stay Friday for lunch provided through Long Island School; because of this, Long Island School is responsible for meeting the weekly meal pattern requirements. Though the students have yet to choose this option for lunch, Long Island School must still document a planned menu for Friday that would meet the meal pattern. Technical assistance was provided to Alanna Rich to document what the available option would be for each Friday whether a student stayed for the meal or not. Meal planning for Friday could be as simple as a peanut butter and jelly sandwich, an apple sauce cup, milk, and  $\frac{3}{4}$  cup of the remaining vegetable subgroup that was not served during the week.

**Production Records**

Production records were reviewed for the week of October 8, 2018. Portland Schools provides a production record with each meal delivery including food quantities sent.

On Monday, October 8, 2018, only  $\frac{1}{2}$  cup vegetable was delivered from Portland Schools. TA was provided to double check all meal deliveries to make sure they meet the meal pattern. Long Island School keeps food items on hand; additional vegetables such as carrot sticks are often added to the meals to make them more attractive and appetizing. TA was provided to always record on the production record when the menu offerings for the day are adjusted.

**Day of Review:** No findings.

***Resource Management***

For SY 2018, revenues and expenses were obtained from the district. The additional town support in the amount of \$7,481.90 is not included in our comparison of expenses to revenue below:

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	82.68%
Percentage of Labor to Total Revenue	50-55%	117.92%
Percentage of Other to Revenue	5-10%	<u>0.00%</u> 200.6%

Funding from outside the Nutrition Program or district money used to support the Nutrition Program should be recorded in the Claim in NEO under “Town Support” in the month that is received. Long Island’s Town Support is recorded under revenues or “Children/Adult/Other” in the claim, which means NEO reports that the program is operating with a positive balance.

**Paid Lunch Equity (PLE)**

As of January 2018, the district had a zero-cash book balance, thus omitting the requirement to complete the PLE tool for SY 19. Portland Schools charge Long Island School \$3.90 per meal and Long Island School charges \$2.75, costing the district \$1.15 per meal. This additional cost is covered by outside funding. A recommendation is to complete the PLE tool next school year to get better grasp on what is recommended for meal prices. This is done to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced meals.

***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. TA was provided to keep copies of documents for claim back up in one location. Currently claim documentation is in two locations, the Town Office and at Long Island School. Documentation should include everything reflected in the claim.

**Civil Rights:** Corrective action is required. Eligibility letters going home to families did not contain the full civil rights statement.

**Wellness Policy-** Corrective Action is required. The wellness policy was reviewed and the following elements were missing:

- 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.

**Training/Professional Standards- No Findings**

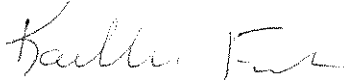
**Corrective Action-** Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the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

Adhering to many program regulations of the National School Lunch Program can be very difficult for a small school. Long Island School has worked hard to learn the program to make sure all students have the same opportunity. The school may see program participation increase and program costs decrease if it was decided to prepare meals at the school. It was a pleasure to review this program and I look forward to working with you in the future.

Sincerely,



Kaitlin Fayle  
Child Nutrition Consultant

**Official Notification of Review Findings and Required Corrective Action**

**Local Education Agency:** Long Island School

**Local Education Official:** Barbara Powers

*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 – Performance Standard 1: *Meal Access and Reimbursement***

School does not compile a master list.

**Corrective Action:** Create a Master List and send it to the reviewer.

Date Due: Within 30 calendar days from date of enclosed letter

Estimated Fiscal Action: None at this time

**Finding 2 - General- *Civil Rights***

Eligibility notification letters going home to families need to include the full Civil Rights Statement. The Civil Rights Statement can be found at <https://www.maine.gov/doe/schools/nutrition/nondiscrimination>

**Corrective action:** Please send the reviewer samples of letters that will be used going forward.

Date Due: Within 30 calendar days from date of enclosed letter

Person Responsible: Alanna Rich

Estimated Fiscal Action: None at this time

**Finding 3 - General -*Wellness Policy***

Wellness Policy is missing the competitive foods policy, as well as a description of who the district permits to be members of the wellness policy committee, and language around food and beverage marketing.

**Corrective action:** Submit to the reviewer a board approved wellness policy that has all the required components.

Date Due: Within 30 calendar days from date of enclosed letter, a two-month extension may be granted upon request.

Person Responsible: Barbara Powers

Estimated Fiscal Action: None at this time

Reviewer's Signature 

Date 12/18/18

**You may be subject to a revisit if the error tolerance level was exceeded.**

X 1<sup>st</sup> Review \_\_\_\_\_ Revisit

Date Mailed to School/Institution Official 12/19/18

Submit to: Maine Department of Education  
Child Nutrition  
136 State House Station  
Augusta, ME 04333-0136

Send Response no later than 30 calendar days from date of enclosed letter

Superintendent

\_\_\_\_\_  
Signature of Local Education Agency Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date