



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

PAUL R. LEPAGE  
GOVERNOR

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

November 28, 2018

Craig Jurgensen  
Superintendent  
Nobleboro Public Schools  
767 Main Street 1-A  
Damariscotta, ME 04543

Dear Superintendent Jurgensen:

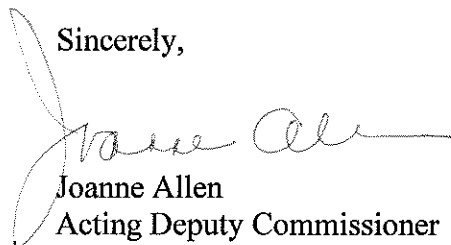
An Administrative Review of the Nobleboro School Nutrition Program was conducted on November 1, 2018. We appreciated the assistance given by you and your staff.

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](mailto:stephanie.stambach@maine.gov).

Sincerely,



Joanne Allen  
Acting Deputy Commissioner

JA/SLS/sjs

Enclosure

cc: June Gallant

**Administrative Review Report  
Nobleboro School Nutrition Program  
November 1, 2018**

***Introduction***

The Nobleboro School Nutrition Program was reviewed. Nobleboro Central 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-** One student was listed as free on the master eligibility list without documentation to support free meal benefits. The family was sent an application to complete and the student must change to full pay unless an application is received. A meal benefit must be asked for and proper documentation kept to support that students are eligible for the correct meal benefit.

There was a situation where income was changed on an application by the administrative assistant without notes as to why the change was made. The administrative assistant spoke with the parent before making this change; however, it was not documented. Technical assistance was provided that copious notes are needed whenever a change is made on the application.

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.

June Gallant was listed as the hearing official on the eligibility notification letter when it should be Rick Kursturin, according to NEO. This has already been fixed and no further action is needed.

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-** On the day of review, a late milk delivery resulted in only one type of milk being offered for breakfast. A review of past invoices and production records indicated that offering two types of milk is current practice.

The Nutrigrain bar offered for breakfast credits as less than 1 ounce of grain. To ensure 1 ounce of grain is offered with each meal choice, the 1.55 oz size should be purchased. 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. The kitchen staff maintains excellent production records.

### ***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 \$13,487.00 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%	41.35%
Percentage of Labor to Total Revenue	50-55%	79.29%
Percentage of Other to Revenue	<u>5-10%</u>	<u>6.29%</u>
	100%	126.93%

**Paid Lunch Equity (PLE)**- Nobleboro did not have to raise paid lunch prices as the program was in the black as of January 31, 2018.

**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**- No findings.

**Civil Rights**- Any staff with responsibilities in the school nutrition program must attend annual civil rights training. This includes Nancy Courville, administrative assistant, who approves applications and the teachers that assist with meal counting at breakfast and lunch. Training will need to be completed as part of corrective action.

**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-** Both kitchen staff met their required training hours for SY 2018. As School Nutrition Director, June Gallant has met the required training hours. The teachers that operate the register for breakfast and lunch need to receive training in identifying reimbursable meals. No documentation of training was on file.

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. Angela Mercer, kitchen manager, does a great job with meal presentation and could discuss best practices with the group.

**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

Some improvements are needed in the Nobleboro School Nutrition Program to be in compliance with all program requirements, specifically regarding student eligibility. The food service aspects of the program are strong. The meal pattern is followed and meals and salad bar offerings are presented in an attractive manner. Excellent customer service was shown during meal service by both kitchen staff and they work well as a team. It was a pleasure to review this program.

Sincerely,



Stephanie Stambach MS, RD, SNS  
Child Nutrition Consultant

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

**Local Education Agency:** Nobleboro Public Schools

**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.**

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**Finding 1 - Performance Standard 1: *Meal Access and Reimbursement***

Free student receiving meal benefits without documentation.

**Corrective action:** Submit completed meal benefit application or documentation that student has changed to full pay.

Date Due: Within 45 days of date on enclosed letter

Estimated Fiscal Action: \$251.88

**Finding 2 – 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 3 - General: *Wellness Policy***

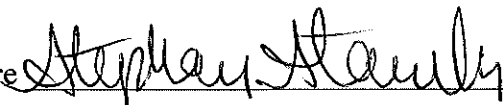
Wellness policy missing the required elements

**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



Date

11/29/18

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

1<sup>st</sup> Review

Revisit

Date Mailed to School/Institution Official

11/29/18

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

Send Response no later than Within 45 days of date on enclosed letter

Superintendent

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date