



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

January 2, 2019

Michael Eastman
Superintendent
RSU 24
2165 US Highway 1
Sullivan, ME 04664

Dear Superintendent Eastman:

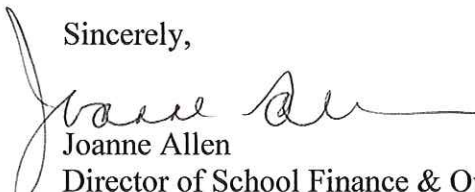
An Administrative Review of the RSU 24 Nutrition Program was conducted on December 18, 2018.

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 by February 11, 2019.** 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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/DH/pn

Enclosure

**Administrative Review Report
RSU 24 School Nutrition Program
12/18/18**

Introduction

This is a revisit due to errors on the initial review of Ella Lewis Elementary School.

Performance Standard 1: Meal Access and Reimbursement

Meal Counting and Claiming- A review of the menu and production records showed that the meal pattern requirements are being followed.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-No findings.

Production Records: Production records are used to support the claiming of meals and therefore, must document the items offered and quantities served as part of a reimbursable meal. Production records were completed correctly.

Day of review.

Prior to breakfast meal service the reviewer was told the students are only offered white milk. Only 1% was going to be offered. It was explained that two different types of milk must be offered to the students. This was corrected prior to the beginning of the breakfast meal service.

Lunch: 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 \$150,000 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	41.45%
Percentage of Labor to Total Revenue	50-55%	80.97%
Percentage of Other to Revenue	<u>5-10%</u>	<u>3.80%</u>
	100%	126.22%

A review of this information for SY 2018 shows improvement in the percentages above and thereby improvement in the cost to run the program.

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- Health Inspection reports were displayed for public view. A sample meal was available. Written food safety Standard Operating Procedures (SOP) were on file.

After School Snack Program(ASSP)- Corrective action is required. The meal service was observed. During the beginning of the ASSP a teacher was handing out the snacks and made sure each child took both items. This was also completed by the second teacher. The third teacher was not making sure each child took both snacks, and the last 7 students no teacher was available for the snack service. The tick sheet used to count the number of snacks served was not marked by the teachers. The correct number of ticks were checked off and each child did take both items. A teacher must be available to monitor and make sure each child takes both snack items and mark the tick sheet. Training is required to teach the adults the correct procedure to make sure each child takes both items and account for the snacks taken correctly.

Fresh Fruit and Vegetable Program (FFVP)- No findings. Kitchen Manager Abby Russell prepares information sheets about the fruits and vegetables offered. They are distributed with the fruit or vegetable offered. They are also shared with other schools in the District. The 5th grade teacher asks her students what the offered item is for that day based on the information sheets. Then the teacher asks the students to write things about that days offering on a bulletin board.

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.

Summary

Ella Lewis School has a new Kitchen Manager. Amy Russell has studied the program and is proficient in the requirements of the program and does a very good job. Staff is interactive with the children and do a good job preparing and serving healthy nutritious meals. Keep up the good work.

Sincerely,



David Hartley
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: RSU 24

Local Education Official: Michael Eastman

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

After School Snack Program is not correctly monitored by an adult.

Corrective Action: Training is required for all teachers that serve the after-school snack. Submit to the reviewer the agenda of the training, training method and those in attendance. Monitoring of the After-School Snack Program will need to be conducted on a regular basis to ensure it is being completed correctly.

Date Due: February 11, 2019

Estimated Fiscal Action: n/a

Reviewer's Signature  Date 12/28/18

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

1st Review Revisit

Date Mailed to School/Institution Official 1/3/19

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0023

Superintendent

Signature of Local Education Agency Official

Title

Date