



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

October 30, 2018

Brian Carpenter  
Superintendent  
RSU 79  
79 Blake Street, Suite 1  
PO Box 1118  
Presque Isle, ME 04769

Dear Superintendent Carpenter:

Thank you for supporting the Administrative Review of the RSU 79 School Nutrition Program, conducted on October 22 & 23, 2018 by Department of Education staff David Hartley. We appreciated your hospitality and cooperation during our visit.

Findings during the review indicate that your program meets the food service criteria.

The review process identified only minor corrections to the program were needed. Your staff addressed and corrected these during the review.

If you have any questions or if we can be of any assistance, please call David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

A handwritten signature in cursive script that reads 'Joanne Allen'.

Joanne Allen  
Director of School Finance & Operations

JA/DWH/sjs

Enclosure

cc: Kathy Allen

**Administrative Review Report  
RSU 79 School Nutrition Program  
October 22 & 23, 2018**

***Introduction***

The RSU 79 School Nutrition Programs were reviewed. Zippel Elementary School was selected to represent the district 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-** A statistical sample of 380 students' eligibility was reviewed. One student was approved for free meal benefits based on the school Principal stating the student was homeless. The only individual that can determine a student to be homeless is the Homeless Liaison. This individual sent an email stating this student was homeless to complete the requirement.

**Verification-** Verification was completed correctly.

**Meal Counting and Claiming-** No problems were observed. Meal counts from the Months of September 2018 and May 2018 District Claims for Reimbursement were validated.

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

**Meal Components and Quantities-** No problems were found.

**Production Records:**

**Review Period:** Production records for the week of September 17, 2018 needed some clarification to more clearly identify the meal contribution. When discussing the issues with the Director, she knew the incomplete information to determine proper crediting.

**Day of Review:** Breakfast and lunch was observed, no problems were noted.

Free potable water must be available to students during both breakfast and lunch. This was not being offered to students at breakfast; however, it was at lunch. This was explained to staff and will be corrected.

***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 \$35,756 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%	49.78%
Percentage of Labor to Total Revenue	50-55%	96.12%
Percentage of Other to Revenue	5-10%	<u>4.87 %</u>
		150.77%

**Paid Lunch Equity (PLE)** The program has complied with the PLE requirement.

**Meal Charging** - The School Nutrition Program has a charging policy/procedure.

***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.

Written food safety Standard Operating Procedures (SOP) were on file and need updating.

A student took an alternate entrée and then decided he wanted the main entrée. The student returned the alternate meal which was placed back in rotation to be reserved. Once food items are placed on a student's tray they cannot be returned to the kitchen for reservice. This was explained to kitchen staff.

**Procurement**: Procurement guidelines require food items purchased for the Child Nutrition Program be American produced. Fruit cocktail with a stated product of China was found in the store room. Care must be taken to the extent possible to purchase foods that meet the Buy American Provision to the program.

**Civil Rights**- No findings were noted.

**On-Site Monitoring** - No findings were noted.

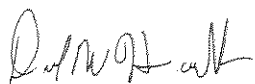
**Wellness Policy**- The wellness policy was reviewed and no findings were noted.

**Training/Professional Standards** – Most of the required Professional Standards training hours have been met. A plan is in place to complete the additional hours needed.

**Summary**

Kathy Allen and her staff are doing a very good job of providing nutritious meals to their customers. When questioned about the meal pattern and serving customers, staff answered my questions correctly. Students are treated very well and taken care of. Facilities are clean and well maintained. Keep up the good work.

Sincerely,



David Hartley  
Child Nutrition Consultant