



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

April 9, 2019

Dawn Pray  
Superintendent  
RSU 89  
800 Station Road  
Stacyville, ME 04777

Dear Superintendent Pray:

An Administrative Review of the RSU 89 School Nutrition Program was conducted on March 18, 2019. Enclosed you will find the Official Notification of Review Findings and Corrective Action, all findings have been addressed.

This is to notify you that this is the final action closing the Administrative Review. Should you have any questions regarding the review, please contact Kate Fayle at 624-6666 or email [kaitlin.fayle@maine.gov](mailto:kaitlin.fayle@maine.gov).

Sincerely,

  
Walter Beesley  
Child Nutrition Director

WB/KF/pn

Enclosure

**Administrative Review Report  
RSU 89 Nutrition Program  
3/18/19**

***Introduction***

The RSU 89's Nutrition Program was reviewed. Katahdin 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** - Applications were approved on time using the correct income eligibility requirements. No errors were found.

**Verification** – No errors were found.

**Meal Counting and Claiming** - Meal counts from the February 2019 and November 2018 District Claim for Reimbursement were validated no errors were found.

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

**Meal Components and Quantities** - Five consecutive days of recipes and production records were reviewed. All vegetable subgroups were met and recipes were credited to the required serve amount. No errors were found.

**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 found to be neat and well organized.

***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 \$31,710 is not included in our comparison of expenses to revenue below:

<b>SY 2019</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	62.04%
Percentage of Labor to Total Revenue	50-55%	100.06%
Percentage of Other to Revenue	5-10%	11.70%
	100%	173.81%

This is the first operating year for RSU 89 as a new district. The figures above only reflect program operations up until March 2019. For a better assessment resource management should be assessed once program operations have ended for SY 2019.

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

**Meal Charging** - The District has a charge policy in place and is adhering to it.

**Indirect Costs** - No indirect costs were found.

### ***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.

**Smart Snacks Competitive Foods Rule** - A vending machine was found to have a flavored no-calorie beverage which does not meet smart snack standards for Elementary and Middle School grade groups. Technical Assistance (TA) was provided to administration that either the noncompliant items would need to be replaced in the vending machine or the vending machine would need to be inaccessible to students until 30 minutes after the last bell. While the reviewer was on-site the vending machine was made inaccessible until after school hours. No further corrective action is needed.

**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. No findings.

**Buy American** - One nondomestic product was found, TA was provided to Gail Glidden, that American products must be purchased to the greatest extent practical. For any non-domestic product purchased there must be documentation of justification for the purchase. The reviewer has been provided with a plan for food served to adhere to this requirement going forward. No further corrective action is needed.

**Civil Rights** - Eligibility notification letters were found to not contain the updated Civil Rights statement. New templates for letters have been sent to the reviewer, no further corrective action is required.

**Wellness Policy** - The wellness policy was reviewed and meets all requirements

**Training/Professional Standards** - No findings.

**Fresh Fruit and Vegetable Program (FFVP)** - No findings

### **Summary**

It has been my pleasure to review such a well-organized program. Gayle Glidden, Food Service Director, was quick to fix any issues. Program staff have a great relationship with their customers, and should be commended for their efforts to engage with the students. I look forward to working with this program in the future.

Sincerely,



Kate Fayle  
Child Nutrition Consultant



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

**Local Education Agency:** RSU 89

**Local Education Official:** Dawn Pray

**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 – General: Non-Discrimination Statement - Updated Federal and State Non-Discrimination Statement was not found on Eligibility Notification letters.**

Corrective Action: Update eligibility notification letters to include the full Federal and State Non-Discrimination Statement.

Date Due: Food Service Director has completed this corrective action

Estimated Fiscal Action: None

**Finding 2 – General: Buy American - Products of non-domestic origin were found on-site without justification of purchasing.**

Corrective Action: Complete a plan for the food service department to document justification for domestic alternatives.

Date Due: Food Service Director has completed this corrective action

Estimated Fiscal Action: None

**Finding 3 – General: Smart Snacks - Non- smart snacks compliant beverages were found in a vending machine in the main entryway.**

Corrective Action: Remove non-compliant beverages or do not permit sale until 30 minutes after the end of the school day.

Date Due: Corrective action was completed while reviewer was on-site

Estimated Fiscal Action: None

Reviewer's Signature Kathleen Faye Date 4/9/19

**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 \_\_\_\_\_

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

Send Response no later than \_\_\_\_\_

_____	Superintendent	_____
Signature of Local Education Agency Official	Title	Date