



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 19, 2018

Andrew Dolloff  
Superintendent  
Yarmouth Public Schools  
101 McCartney Street  
Yarmouth, ME 04096

Dear Superintendent Dolloff:

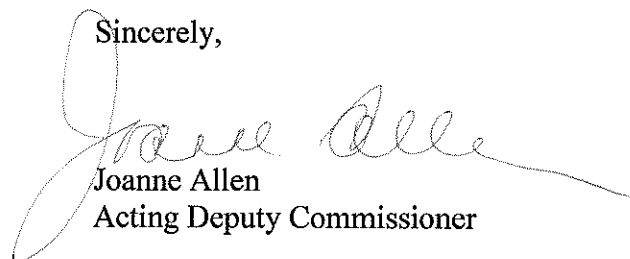
An Administrative Review of the Yarmouth School Nutrition Program was conducted on November 15, 2018. We appreciated the assistance given by you and your staff.

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 by February 1, 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 Adriane Ackroyd at 624-6726 or email [adriane.ackroyd@maine.gov](mailto:adriane.ackroyd@maine.gov).

Sincerely,



Joanne Allen  
Acting Deputy Commissioner

JA/AA/sjs

Enclosure

**Administrative Review Report  
Yarmouth School Nutrition Program  
November 15, 2018**

***Introduction***

The Yarmouth School Nutrition Program was reviewed. Yarmouth 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**- No findings

**Verification**- Was completed correctly.

**Meal Counting and Claiming**- No problems were observed.

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

**Meal Components and Quantities**- No findings

Blair Currier and Yarmouth Elementary School staff must be commended for their work to incorporate scratch cooking into menus. They are able to successfully manage food cost and provide a nice variety of meals to students.

***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 \$65,000 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%	33.02%
Percentage of Labor to Total Revenue	50-55%	63.56%
Percentage of Other to Revenue	<u>5-10%</u>	<u>5.46%</u>
	100%	102.04%

Blair Currier has a good understanding of program finances and monitors revenues and expenses regularly. Although labor costs are just above the recommended target range, it is balanced by the food and other costs. Also, staff are trained in scratch cooking, which improves meal quality.

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

***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. No findings.

**Civil Rights**- No findings

**On-Site Monitoring**- No findings

**Wellness Policy**- The wellness policy was reviewed and the following elements were missing:

- A designated district official(s) to ensure school(s) comply with policy

Yarmouth School District has a comprehensive wellness policy in place. However, there is no designated official to ensure compliance. As a result, corrective action is required.

**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.

### Summary

The Yarmouth School Nutrition Program is running extremely well. Blair Currier is doing an excellent job managing the many facets of operating a School Nutrition Program and strives to implement innovative measures. All nutrition staff should be applauded for their hard work. It was a pleasure to review this program.

Sincerely,



Adriane Ackroyd  
Child Nutrition Consultant

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

**Local Education Agency:** Yarmouth School Department

**Local Education Official:** Andrew Dolloff

*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

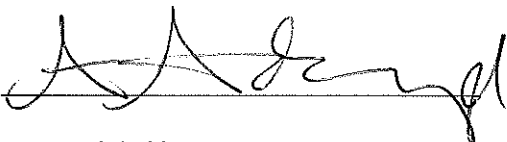
**This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments.**

**Finding 1 – General: Local Wellness Policy** – *District does not have an approved, compliant wellness policy as it does not designate at least one school official who has the authority and responsibility to ensure that each school within the district complies with the policy.*

Corrective Action: Submit a compliant policy that has been approved by the school board.

Date Due: February 1, 2019

Estimated Fiscal Action: None

Reviewer's Signature  Date 11/19/18

**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 11/21/18

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

Send Response no later than February 1, 2019

Superintendent

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date