



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

December 20, 2022

Christopher Howell
Superintendent
RSU 14
228 Windham Ctr. Rd.
Windham, ME 04062

Dear Superintendent Howell:

The RSU 14 Nutrition Program was reviewed on November 30, 2022 per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation required. Please submit a detailed response for each of the review findings listed in the report. Responses must be submitted through CNPweb, Maine Department of Education Child Nutrition's Administrative Review software, 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

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. 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.

Local Education Agencies have the right to appeal findings which impact their reimbursement. For more information visit <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20Appeals%20Process.pdf>

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 215-9437 or email stephanie.stambach@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas". The signature is written in black ink and is positioned below the word "Sincerely,".

Jane McLucas
Child Nutrition Director

JM/SS/pp

Enclosure

SNP Administrative Review Findings**RSU 14 (1455)***Program Year 2023***RSU 14 (1455)**228 Windham Center Road
Windham, ME 04062**Food Service Contact**Jeanne Reilly
Director of School Nutrition
(207) 892-1800**Executive Contact**Christopher Howell
Superintendent
(207) 892-1800No. of Sites / Reviewed: 6 / 2
Month of Review: October 2022**Commendations**

- * Thank you to Jeanne Reilly and Ryan Roderick for their assistance with the RSU 14 School Nutrition Program Administrative Review. Breakfast and lunch service was observed at Jordan Small Middle School and Windham High School. We appreciated the time and assistance provided by the staff. This review showed minimal findings and it was evident that staff at both schools were well trained.
- * A total of 326 students eligible for free and reduced-price meal benefits were reviewed to ensure that the correct benefit was given. No meal benefit errors were found, which is a great accomplishment. Jeanne Reilly should be commended for her attention to detail in the application approval process. Using electronic applications also led to less human error in the approval process. Great job!
- * Excellent customer service was observed at Windham High School. Students were greeted with a smile and asked how their day was going. This was wonderful to see. At Jordan Small Middle School, there was great variety on the salad bar and staff were well trained in Offer vs. Serve.

Technical Assistance

- * The entrée salad recipe offered at Windham High School did not include a grain. During the on-site review it was clear that a grain was offered; however, this should be documented either in the recipe or on the production record.
- * At Windham High School, students place any unwanted meal items on a "share table". This included mostly fruit and some milks. If milk is placed on the share table it needs to be put on ice, along with any other items that need temperature control. A container or bucket of ice can be used to meet this need.

General Program Compliance - RSU 14 (1455)*808. On-site observation validate Off-Site Assessment Tool responses to Civil Rights questions?***Finding 9000: Incorrect non-discrimination statement used on verification letters**

RSU 14 uses Mosaic software to complete the verification process. The verification letter template that was used did not include the state non-discrimination statement. The template must be updated to include both the federal and state statements.

Corrective Action:

Update verification letter template to include both the federal and state nondiscrimination statements. Upload a copy to CNP web- E Reviews- Corrective Action Responses.

Corrective Action Deadline: January 20, 2023*1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?***Finding 9000: The RSU 14 local wellness policy includes incorrect language**

The local wellness policy references policy EFE, which is an outdated policy on competitive food sales. The federal Smart Snacks standards has replaced this policy and applies to all foods sold during the school day. Technical assistance was provided on how to revise this section of the policy to comply.

SNP Administrative Review Findings

RSU 14 (1455)

Program Year 2023

Corrective Action:

Remove language in wellness policy that references policy EFE. Upload the updated, school board approved policy to CNPWeb- E Reviews- Corrective Action Responses.

Corrective Action Deadline: February 28, 2023

Jordan-Small Middle School (395)

Food Service Contact

228 Windham Center Road
Windham, ME 04062

Month of Review: October 2022

Meal Components & Quantities - Jordan-Small Middle School (395)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Missing bean/legume found during Month of Review

One week of lunch menus and production records were reviewed in October 2022 to ensure all meal pattern requirements were met for grades 5-8, including vegetable subgroups. A missing bean/legume was found, and this appeared to be a menu planning oversight. The reviewer confirmed that legumes were offered in future menu weeks.

Corrective Action:

N/A- no corrective action needed as future menus confirm that a legume is offered.

Windham High School (511)

Food Service Contact

228 Windham Center Road
Windham, ME 04062

Month of Review: October 2022

Meal Components & Quantities - Windham High School (511)

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Insufficient meat/meat alternate was offered with the turkey and cheese sandwich

A minimum of 2 oz equivalent meat/meat alternate must be offered with each meal choice for grades 9-12. It was found that the turkey and cheese sandwich recipe credited as 1.75 oz M/MA. This was due to the deli meat crediting less per ounce due to the added water. Additional meat will need to be added to the recipe to equal 2 oz M/MA per serving.

Corrective Action:

N/A- the turkey and cheese sandwich recipe has been updated and no further action is needed.

410. Review period menus and production records - Quantities and meal pattern requirements met? Enter data.

Finding 9000: Missing bean/legume found during Month of Review

One week of lunch menus and production records were reviewed to ensure meal pattern requirements were met for

SNP Administrative Review Findings**RSU 14 (1455)*****Program Year 2023***

grades 9-12, including vegetable subgroups. A missing bean/legume was found, and this appeared to be a menu planning oversight. The reviewer confirmed that a legume was offered in future menu weeks.

Corrective Action:

N/A- no corrective action needed as future menus confirm that a legume is offered.

Sincerely,

Stephanie Stambach MS, RD, SNS
Child Nutrition Supervisor
stephanie.stambach@maine.gov
207-215-9437