



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 6, 2023

Scott Porter
Superintendent
Wesley Public Schools
291 Court Street
Machias, ME 04654

Dear Superintendent Porter:

The Wesley Public Schools Nutrition Program was reviewed on April 3, 2023 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.do/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 David Hartley at 624-6878 or email david.hartley@maine.gov.

Sincerely,

A handwritten signature in cursive script that reads "Jane McLucas".

Jane McLucas
Child Nutrition Director

JM/DH/pn

SNP Administrative Review Findings

Wesley Public Schools (491)

Program Year 2023

Wesley Public Schools (491)

291 Court Street
Machias, ME 04654

Food Service Contact

Ms. Martha Cox
Food Service Director
(207) 255-3263

Executive Contact

Mr. Scott Porter
Superintendent
(207) 255-6585

No. of Sites / Reviewed: 1 / 1

Month of Review: February 2023

Commendations

- * Martha Cox operates a good program to feed the few children she has. Martha makes adjustments easily, some days all the children are out sick. Keep up the good work.

General Program Compliance - Wesley Public Schools (491)

1007. On-site observation validate Off-Site Assessment Tool responses to Local School Wellness Policy questions?

Finding 9011: Local School Wellness Policy information on the Off-site Assessment Tool not validated, or deficiencies found.

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Local School Wellness Policy could not be validated during on-site observations. Discrepancies between the SFA's responses to Local School Wellness Policy questions on the Off-site Assessment Tool and the SFA's current practices as observed on-site: Deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool:

Corrective Action:

Corrective action required to address discrepancies or deficiencies in the SFA's Local School Wellness Policy identified from the Off-site Assessment Tool: Wesley School does not have a local Wellness Policy. A Wellness Policy is required, and it is required to be reviewed every three years. A committee needs to be gathered to review a Wellness Policy. Once this committee meets send to the reviewer the is of attendees, minutes and results of the Wellness Policy. The results of this needs to be submitted by April 30, 2023

SNP Administrative Review Findings

Wesley Public Schools (491)

Program Year 2023

Wesley Elementary School (492)

Food Service Contact

291 Court Street
Machias, ME 04654

Month of Review: February 2023

Meal Components & Quantities - Wesley Elementary School (492)

409. Review period production records/documentation - required meal components offered, daily/weekly requirements met? Enter data.

Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period February 6-10, 2023, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. Meals missing required meal components during the week reviewed:

Technical Assistance:

Tuesday, February 7, 2023, did not show a grain on the production record to be served with hot dogs. The school was provided technical assistance during the on-site visit. When reviewing other weeks of production records, hot dog rolls were served and documented. The kitchen manager stated they were served on the day in question. Better care needs to be taken to record all meal pattern items served to students.

General Program Compliance - Wesley Elementary School (492)

1404. Food safety plan - written, copy available?

Finding 9145: A copy of the written food safety plan was not available at the reviewed school.

Corrective Action:

Wesley School Standard Operating Procedures call for thermometers to be calibrated on a weekly basis. This was not being done and the kitchen work was unsure how to calibrate a thermometer. It was explained to the kitchen worker how to calibrate a thermometer and shown that if further assistance is needed to search u-tube for help.

At the end of April 2023 submit to the reviewer the log of temperature calibrations.