



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
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JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

April 6, 2023

Travis Works
Superintendent
Community Regional Charter School
48 South Factory Street
Skowhegan, ME 04976

Dear Superintendent Works:

A follow up visit of Community Regional Charter School (CRCS) was conducted on March 6, 2023. This visit was scheduled due to repeat findings from the administrative review conducted in November 2022. The purpose of the follow up visit was to ensure continued improvement in areas such as the breakfast production records and following breakfast and lunch meal pattern requirements.

Breakfast service was observed; the breakfast meal offered for the day met the daily meal pattern requirements. One meal was found to be non-reimbursable due to a student selecting just two food items (cereal and fresh orange). In order to be a reimbursable breakfast, three items must be taken, with one being $\frac{1}{2}$ cup fruit/juice. Staff were notified immediately, and the student was taken off the reimbursable count. Technical assistance was provided on site to the kitchen worker and staff member taking meal counts on what constitutes a reimbursable breakfast. A share bin was provided for students to place any unwanted items, such as milk and whole fruit. Staff was made aware that these items can be brought back into the kitchen to be re-served in future meals. This will help the charter school to save money, as in the past any unwanted items, including milks, were directly thrown away.

The breakfast production records are completed by Ashley Savage, the administrative assistant at the school. Tracy Dube, the kitchen worker, provides the information needed to complete the production record to Ashley, who then completes the record each day. Breakfast production records have improved and will require continued monitoring to ensure the meal pattern and recordkeeping requirements are met beyond this review. It is recommended to spot check them periodically throughout the year to ensure compliance and staff follow through.

Lunch service was also observed; the lunch meal met the daily meal pattern requirements, and all students received a reimbursable meal. Lunch production records were submitted as part of corrective action for the November 2022 review and on multiple weeks was not meeting the daily vegetable offering ($\frac{3}{4}$ cup vegetable) and weekly vegetable subgroups. To address this, Allison Perkins is working with the Maine Meal to plan out vegetable serving sizes for each

month's menu a head of time. This will be monitored on an ongoing basis through the remainder of the school year. It is also recommended to monitor this periodically next school year to ensure meal pattern compliance and contract agreement with The Maine Meal.

The lunch production record was reformatted to streamline paperwork for The Maine Meal staff who prepares the lunches and completes the production records for CRCS (with the exception of milk). Overall, this format is working well, and the milk types are documented however the milk portion size must be entered on the sheet. Technical assistance was provided as well as that some menu items need more detail, such as recording "brown rice" vs. "rice" to document that whole grain requirements are being met. Fruits and vegetables should also be recorded in volume (i.e., cups) and not weight to align with the meal pattern.

CRCS has addressed the findings identified during the November 2022 administrative review and has taken steps to provide more oversight with the school nutrition program. The program is moving in the right direction and continued effort and oversight is needed to keep things moving forward. Thank you to Allison Perkins and team for your efforts to improve the school nutrition program.

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,



Jane McLucas
Child Nutrition Director

JM/SS/pn