



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 21, 2023

Tim Doak
Superintendent
York Public Schools
469 US Route 1
York, ME 03909

Dear Superintendent Doak:

The York Public Schools Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 14, 2023 Kate Fayle reviewed Coastal Ridge Elementary. An exit conference with you and Whitney Thornton occurred on November 14, 2023. The SY 2024 School Nutrition Program Administrative Review has been completed. There were no findings.

This is to notify you that this is the final action and the Administrative Review is now closed. Should you have any questions, please contact Kate Fayle at 592-4198 or email kaitlin.fayle@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/KF/pn



SNP Administrative Review Findings

York Public Schools (542)

Program Year 2024

York Public Schools (542)

469 US Route 1
York, ME 03909

Food Service Contact

Mrs. Whitney Thornton
Director
(207) 363-5554

Executive Contact

Tim Doak
Superintendent
(207) 363-3403

No. of Sites / Reviewed: 4 / 1
Month of Review: November 2023

Commendations

- * York Public Schools has done a great job incorporating a variety of healthy menu options and nutrition education into the school district's meal service. Thank you to Whitney Thornton, Food Service Director, for all your time and effort during this review process, it has been a pleasure to work with you and your staff at Coastal Ridge Elementary School.

Technical Assistance

- * Third parties or those not affiliated with the Child Nutrition Programs should have written permission before using a school's kitchen, it is recommended that a staff or volunteers holding a food protection manager certification be present at the time of use. This is due to food safety concerns, potential damage to federally purchased equipment, and theft.

General public walk-throughs should be limited or discouraged, and restrooms located within the kitchen should only be used by kitchen staff, this again is a food safety hazard.



SNP Administrative Review Findings

York Public Schools (542)

Program Year 2024

Coastal Ridge Elementary (546)

Food Service Contact

469 US Route 1
York, ME 03909

Month of Review: November 2023

Date of Onsite Review: November 14, 2023

Meal Components & Quantities - Coastal Ridge Elementary (546)

403. *DOR - two varieties of milk available.*

Finding 9053: Milk variety not offered throughout serving period on Day of Review.

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines at breakfast.

A mistake was made when fat-free white milk was taken out of the cooler to be placed next to the cereal during service, the milk cooler was then closed so that no other milk type was available to students at breakfast.

Technical Assistance:

The nutrition Staff were made aware of the requirement, and the error was corrected onsite.

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

Finding 9000: Breakfast production records did not indicate the type of fruit offered to students

All food items served to students must be documented on production records. Production records must indicate all food items served to students for both food safety and to verify that the meal pattern has been met.

Corrective Action:

Food service staff were made aware of the finding before the onsite review took place, and corrections were made and then validated by the Reviewer during the onsite visit. No further action is needed.