



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

November 20, 2023

Amanda Belanger
Superintendent
Baileyville Public Schools
63 Broadway
Baileyville, ME 04694

Dear Superintendent Belanger

The Baileyville Nutrition Program was reviewed per Federal Regulation 7CFR 210.18 and Maine Department of Education Child Nutrition policies and procedures. On November 1, 2023 Michele Bisbee reviewed Woodland Elementary School. An exit conference with you occurred on November 1, 2023.

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 by the deadline(s) listed. 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

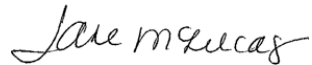
In accordance with §210.18(k), failure to return completed documentation within 30 days from the corrective action deadline date will result in the withholding of reimbursement payments. We hope that following the exit conference you and your staff addressed the corrective actions and that you will have 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 Michele Bisbee at 592-6076 or email michele.bisbee@maine.gov.

Sincerely,

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

Jane McLucas
Child Nutrition Director

JM/MB/pn



SNP Administrative Review Findings

Baileyville Public Schools (38)

Program Year 2024

Baileyville Public Schools (38)

63 Broadway
Baileyville, ME 04694

Food Service Contact

Mr. Mike Emery
Director
(207) 427-6752

Executive Contact

Ms. Amanda Belanger
Superintendent
(207) 427-6913

Woodland Elementary School (40)

63 Broadway
Baileyville, ME 04694

No. of Sites / Reviewed: 2 / 1
Month of Review: September 2023
Date of Onsite Review: November 1, 2023

Commendations

* Michael Emery is new as the Food Service Director at Baileyville. He is eager to learn all he can and make corrections as needed.

The exit meeting was held on November 1st with Amanda Belanger and it was a pleasure to meet her and discuss the Child Nutrition Program operations with her.

General Program Compliance - Baileyville Public Schools (38)

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

Finding 9000: Other Finding

The required triennial assessment has not been completed at this time.

Corrective Action:

The triennial assessment will need to be completed and a copy needs to be submitted for documentation.

Corrective Action Due: December 22, 2023

1216. Validate OFS #1206 - Did School Nutrition personnel meet annual training requirements?

Finding 9000: Professional Standards Recommendations

Technical Assistance:

It is still early in the year so the concern of not meeting annual requirements is not there at this time. Technical assistance was provided during the exit in regards to the best ways to complete training hours. Using school in service days and having group training or documented staff meetings is an efficient way to complete this and also brings staff together as a team more. Suggested training topics were also provided.

1400. Food safety plan – contain required elements, copy available at each school?

Finding 9143: A copy of the written food safety plan is not available at each school.

The written food safety plan (SOP book) could not be located at either school.

Corrective Action:

Submit a few SOP's and a picture of the location of the SOP books in each school for documentation that this has been corrected.

Corrective Action Due: December 22, 2023



Meal Components & Quantities - Woodland Elementary School (40)

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 not met.

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period [dates], 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:

Milk variety was not offered at breakfast.

CACFP meal pattern was not documented at lunch for the PreK students

Corrective Action:

Production records for breakfast and lunch for the week of November 27th will need to be submitted along with all supporting documentation (labels and recipes) for corrective action to ensure that everything has been corrected.

Corrective Action Due: December 22, 2023

Technical Assistance:

The school was provided technical assistance during the on-site visit.

Michele Bisbee
Child Nutrition Consultant
Michele.bisbee@maine.gov
207-592-6076