



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

JANET T. MILLS
GOVERNOR

A. PENDER MAKIN
COMMISSIONER

February 6, 2019

Betsy Webb
Superintendent
Bangor Public Schools
73 Harlow Street
Bangor, ME 04401

Dear Superintendent Webb:

An Administrative Review of the Bangor Public Schools Nutrition Program was conducted on January 28 & 29, 2019.

The enclosed Official Notification of Review Findings and Corrective Action describes the corrective action documentation and completion dates discussed during the exit conference. Please return a signed copy of this Official Notification when submitting the corrective action documentation. **Please provide the corrective action documentation by March 8, 2019.** Failure to do this may result in the withholding of reimbursement payments until it is received and/or a follow-up visit verifies that corrective action has been determined as acceptable. 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.

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 Adriane Ackroyd at 624-6726 or email Adriane.ackroyd@maine.gov.

Sincerely,



Joanne Allen
Director of School Finance & Operations

JA/AA/pn

Enclosure

**Administrative Review Report
Bangor School Nutrition Program
January 28 and 29th, 2019**

Introduction

The Bangor School Nutrition Program was reviewed. Vine Street Elementary School and Bangor High School were selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

Performance Standard 2: Meal Pattern and Nutritional Quality

Meal Components and Quantities-

Vine Street Elementary School:

- Pre-K students eat lunch in their classroom. Historically, they have been co-mingled with other grades. As the class now eats separately, the Pre-K meal pattern must be followed and supporting documentation, including separate production records must be maintained. Corrective Action is required.
- The Lunch Menu from the review period showed that leftovers were not being properly documented. Zeros were being recorded if food was discarded, rather than indicating food was leftover at the end of service. Technical Assistance was provided on the need to document leftovers.
- On lunch Thursday of the review week, a documentation error was observed. 1/8 cup of lettuce was listed as the portion, when this was likely the crediting amount. Salsa was also listed on the production record, but was not given a portion size. Please ensure crediting information is accurate to verify that meal pattern is met.
- Non-whole grain rich tortilla chips were observed in the storeroom. Labels for whole grain rich tortilla chips were submitted as part of the review week menu documentation. Please ensure that whole grain rich tortilla chips are consistently purchased and deliveries are monitored for accuracy.

Resource Management

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO. Town support in the amount of \$50,000 is not included in our comparison of expenses to revenue below:

SY 2018	Target	Actual
Percentage of Food to Total Revenue	35-40%	34.68%
Percentage of Labor to Total Revenue	50-55%	50.41%
Percentage of Other to Revenue	<u>5-10%</u>	<u>9.51%</u>
	100%	94.59%

The Bangor School Nutrition Program is managing costs very well.

Paid Lunch Equity (PLE)- The program has complied with the PLE requirement, however would benefit from some additional training on the use of the PLE tool.

Indirect Costs- Custodians are charged to the food service account, but complete timecards to document their time worked. Likewise, Kimberly Harvey, Food Services Secretary, completes a timecard as 10 hours of her weekly time is allocated to the central office. Since timecards are completed, this is allowable.

General Program Compliance

Food Safety and Sanitation – At Bangor High School, Technical Assistance was provided on the following:

- In one of the walk-in freezers, items were stored close to the ground. Please ensure all items are at least 6 inches from the ground.
- Jewelry was observed on some staff members. Please ensure that Maine Food Code requirements and Standard Operating Procedures are adhered to.
- Thermometers must be calibrated and verified for accuracy. This should be done weekly and documentation must be maintained that it was done.

Buy American – In both schools, Northeast brand pears that are a product of China were observed. Corrective Action is required.

Civil Rights- The full non-discrimination statement used on program materials was not up to date. Corrective action is required.

Fresh Fruit and Vegetable Program – Administrative costs are charged to the grant for each school that participates. Some schools are on trend to exceed the 10% limit of administrative costs claimed. Please monitor and adjust claiming as appropriate.

After School Snack Program- Students were required to take a reimbursable snack as they checked into the afterschool program. Students should be given the opportunity to decline a snack if they would not like to participate. Technical Assistance was provided to Noelle Scott, Food Service Director.

Corrective Action- Corrective action is required as a result of this Administrative Review. The enclosed form outlines what is required. A detailed response and documentation of the corrective action must be returned to our office by the date specified, along with the enclosed form signed by the Superintendent.

Summary

Noelle Scott, Kimberly Harvey, and kitchen staff are doing a good job meeting program regulations. At both schools, staff was friendly and interacted well with the children. Costs are well managed and paperwork was well organized. Continue the great work.

Sincerely,



Adriane Ackroyd
Child Nutrition Consultant

Official Notification of Review Findings and Required Corrective Action

Local Education Agency: Bangor School Department

Local Education Official: Betsy Webb

Instructions: Please submit a detailed response for each of the review findings listed below. Responses must be attached to this document 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

This review will remain open until this form has been signed and returned by the Local Education Agency Official, along with the requested documentation that the review finding(s) has been corrected. 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.

Finding 1 – Performance Standard 2: Meal Pattern and Nutritional Quality - *Pre-K students eat separately from other grades, so the Pre-K meal pattern must be followed for this class and production records maintained.*

Corrective Action: Train Vine Street Elementary School kitchen staff on Pre-K meal pattern requirements and submit Pre-K production records for the week of 2/25 – 3/1/2019.

Date Due: March 8, 2019

Estimated Fiscal Action: None at this time

Finding 2 - General: Buy American – *The Northeast brand pears observed at both Bangor High School and Vine Street Elementary School were a product of China.*

Corrective Action: For any item that can credit as a meal component, Bangor School Department must purchase American products or maintain documentation on why the non-American product was obtained.

Date Due: March 8, 2019

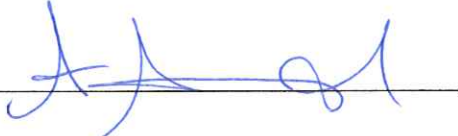
Estimated Fiscal Action: None

Finding 3 – General: Civil Rights – *Program materials contained an outdated full non-discrimination statement.*

Corrective Action: Send a sample template than includes the current full statement.

Date Due: March 8, 2019

Estimated Fiscal Action: None

Reviewer's Signature  Date 2/6/19

You may be subject to a revisit if the error tolerance level was exceeded.

1st Review Revisit

Date Mailed to School/Institution Official 2/7/19

Submit to: Maine Department of Education
Child Nutrition
136 State House Station
Augusta, ME 04333-0136

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Signature of Local Education Agency Official	Superintendent Title	Date