



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

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
COMMISSIONER

May 3, 2019

Mark Hurvitt  
Superintendent  
Castine Public Schools  
PO Box 630  
Blue Hill, ME 04614

Dear Superintendent Hurvitt:


An Administrative Review of the Castine Public Schools Nutrition Program was conducted on April 23, 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 June 3, 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 David Hartley at 624-6878 or email [david.hartley@maine.gov](mailto:david.hartley@maine.gov).

Sincerely,

  
Walter Beesley  
Child Nutrition Director

WB/DH/pn

Enclosure

**Administrative Review Report  
Castine School Nutrition Program  
April 23, 2019**

***Introduction***

The Castine School Nutrition Program was reviewed. Adams School was selected to represent the district based on Federal Regulation 7CFR 210.18 and Maine Department of Education, Child Nutrition policies and procedures.

***Performance Standard 1: Meal Access and Reimbursement***

**Certification and Benefit Issuance:** Student eligibility was determined correctly.

**Meal Counting and Claiming:** A review of the November 2018 and February 2019 District Claim for Reimbursement were validated, no errors were noted.

***Performance Standard 2: Meal Pattern and Nutritional Quality***

**Meal Components and Quantities**

**Production Records:** Production records for the week of April 1, 2019 were reviewed. The weekly vegetable subgroup requirements were not met. An elementary school must offer  $\frac{3}{4}$  cup vegetable each day and throughout the week a minimum of  $\frac{1}{2}$  cup dark green,  $\frac{3}{4}$  cup red/orange,  $\frac{1}{2}$  cup legumes,  $\frac{1}{2}$  cup starchy and  $\frac{1}{2}$  cup other vegetable.

- The vegetable subgroup of red/orange was not met for the week.
- On Friday, April 5<sup>th</sup> only 1/3 vegetable was offered.

Recipes used need to be updated to reflect what is being made. When recipes are modified during preparation the written recipe must be corrected. This was explained to the kitchen manager.

Technical Assistance was provided to assist with making sure all the vegetable subgroups are offered and the daily requirement is met. Submit to the reviewer production records for the week of May 6, 2019. Include updated recipes.

***General Program Compliance***

***Resource Management***

For SY 2018, revenues and expenses were obtained from the Monthly Income and Expenses report found in NEO.

<b>SY 2018</b>	<b>Target</b>	<b>Actual</b>
Percentage of Food to Total Revenue	35-40%	83.11%
Percentage of Labor to Total Revenue	50-55%	168.54%
Percentage of Other to Revenue	<u>5-10%</u>	<u>108.59%</u>
<b>TOTAL:</b>	<b>100%</b>	<b>360.23%</b>

**Meal Charging:** The School Nutrition Program does not have a charging policy/procedure. A policy/procedure must be developed and made available to parents.

**Records and Record Keeping:** Reports are submitted to the State Agency in a timely fashion and program records are kept for three years, as required.

**Food Safety and Sanitation:** Health Inspection reports were displayed for public view. Written food safety Standard Operating Procedures (SOP) were on file. They need to be updated to reflect current practices.

**Wellness Policy:** The wellness policy was reviewed. The review date on the current Wellness policy is March 4, 2015.

The following element(s) of the policy were missing:

- Goals for nutrition promotion
- Goals for other school-based activities to promote student wellness
- Nutrition guidelines for all foods and beverages available during the school day
- Policy for food and beverage marketing
- Representation from a variety of district and community members including teachers of physical education, school health professionals, school board, school administration, parents, students, and food service.
- A designate district official(s) to ensure school(s) comply with policy

The policy will need to be assessed for compliance every three years, at a minimum.

The Wellness Policy will need to be reviewed and updated as part of the correction action for this review.

**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

The new kitchen manager does a very good job with her customers and learning the correct procedures of the National School Nutrition program. Jan Leach wants to learn the correct procedures of the program. The requirements of the production records were explained and work will progress to improve. Keep up the good work.

Sincerely,



David Hartley  
Child Nutrition Consultant

## Official Notification of Review Findings and Required Corrective Action

**Local Education Agency:** Castine

**Local Education Official:** Mark Hurvitt

*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.**

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**Finding 1 – Performance Standard 2:** Vegetable subgroups were not met for the week of review. Red/orange subgroup was not met for the week, and Friday, April 5<sup>th</sup>, insufficient vegetables were offered.

Corrective Action: Submit Production records for the week of May 6, 2019.

Date Due: June 3, 2019

Estimated Fiscal Action: N/A

**Finding 2 – General: Wellness Policy:** District does not have an approved, compliant Wellness Policy.

Corrective Action: Submit a compliant policy that has been approved by the School Board.

Date Due: June 3, 2019

Estimated Fiscal Action: N/A

**Finding 3 – General: Charging Policy/Procedure:** District does not have an approved, compliant Charging policy/procedure.

Corrective Action: Submit a compliant policy that has been approved by the School Board.

Date Due: June 3, 2019

Estimated Fiscal Action: N/A

Reviewer's Signature Paul M. Hunt

Date 5-3-19

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

1<sup>st</sup> Review  Revisit

Submit to: Maine Department of Education  
Child Nutrition  
136 State House Station  
Augusta, ME 04333-0023

Superintendent

\_\_\_\_\_  
Signature of Local Education Agency Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date